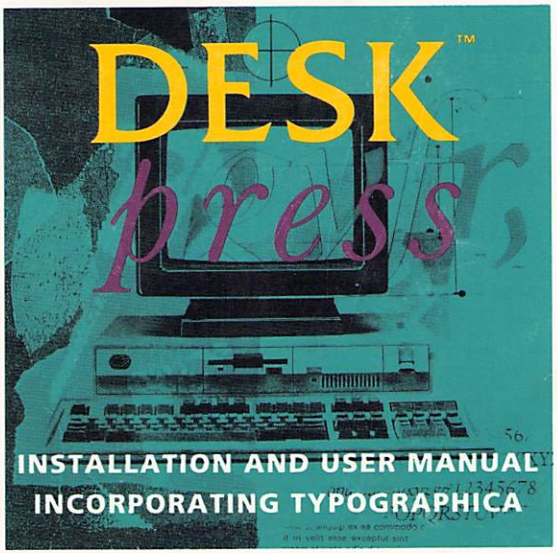
GST

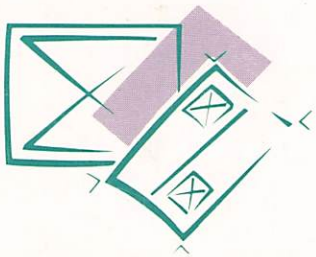
DESK press™

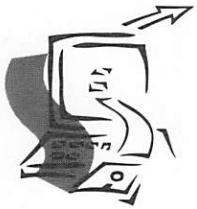


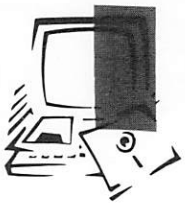
INSTALLATION AND USER MANUAL
INCORPORATING TYPOGRAPHICA

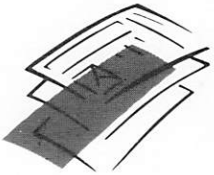
1 1.1

give i









GST

DESK™ *press*

INSTALLATION AND GETTING STARTED

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May 1990

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INSTALLATION

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DESK*press* installation

Welcome to DESK*press*! In order to use DESK*press* with your particular computer and printer, you need to install the software on your PC. The installation procedure is described in this chapter.

What installation does

During the installation procedure you will perform the following tasks:

- Use GEM **Setup** to install GEM® for your particular hardware configuration (screen, mouse, printer)
- Use GEM to install DESK*press* and associated components
- Run PRESSWID to calculate the widths of each character in the installed fonts
- Install Typografica (optional).

Before you start

Before you start the installation procedure, you are strongly advised to do the following:

1. Read this chapter thoroughly.
2. Use DOS `Diskcopy` to make backup copies of the floppy disks supplied, as described in your DOS manual. Store the original disks in a safe place and use the backup copies for installation.

3. Ensure that there is at least three and a half megabytes of free space available on the hard disk.

4. Ensure that you know what type of mouse, graphics card, printer and computer you are using, and which communications ports the mouse and printer are connected to. If necessary, consult the person who installed your system or refer to the manuals accompanying your equipment.

NOTE The instructions in this guide assume that the floppy disk drive you use to install DESK*press* is drive A and your hard disk is drive C. If the drives are represented by different letters, please substitute them accordingly in the instructions that follow.

Installing GEM/3

The first step in the installation procedure is installing GEM/3. Once GEM/3 is installed you can use it to install DESK*press*.

Is GEM already installed?

If you already have GEM installed, please read these notes carefully.

The version of GEM supplied with DESK*press* (version 3.11) is required to run DESK*press*. If you have GEM/3.1 you can use this version to run DESKpress, but you will find that certain features of DESK*press* are not available to you:

- You will not be able to print or display on screen using expanded or compressed fonts
- The redefined frame borders feature (for text runaround) will not work properly with bit image pictures
- You will not be able to use bitmap fonts for HP LaserJet printers
- Paper tray selection will not work properly
- Double-sided printing will not work for the HP LaserJet IID printer.

If you have installed a different version of GEM, you should install the version supplied with DESK*press*. Even if you have GEM/3.1 you are also advised to replace it with the version of GEM supplied with DESK*press*.

Starting GEM Setup

Follow these steps to start GEM **Setup**:

1. Start the computer and make sure DOS is loaded. You should see the DOS prompt (e.g. **C:**).

2. Insert the DESK*press* **GEM System Master Disk** into drive **A** and shut the drive door.

3. Log onto drive A by typing:

   `A:` (RETURN)

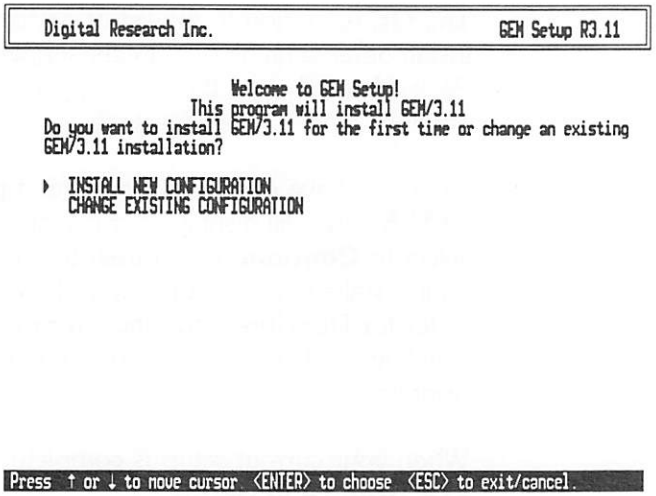
The **A:** prompt is displayed.

4. Start GEM **Setup** by typing:

   `GEMSETUP` (RETURN)

The GEM **Setup** Welcome screen is displayed:

Installing GEM


Digital Research Inc.
GEM Setup R3.11
Welcome to GEM Setup!
This program will install GEM/3.11
Do you want to install GEM/3.11 for the first time or change an existing GEM/3.11 installation?
INSTALL NEW CONFIGURATION
CHANGE EXISTING CONFIGURATION
Press ↑ or ↓ to move cursor <ENTER> to choose <ESC> to exit/cancel.

Use ↑ and ↓ to move between options and press RETURN to select an option. Choose whether you wish to install a new configuration (i.e. install GEM for the first time or install this version of GEM over any other version that exists). If you wish to change your current installation of this version of GEM, select **Change existing configuration**.

You will be asked to choose the hard disk on which to install GEM if there is more than one hard disk available. A list of graphics cards and displays is presented.

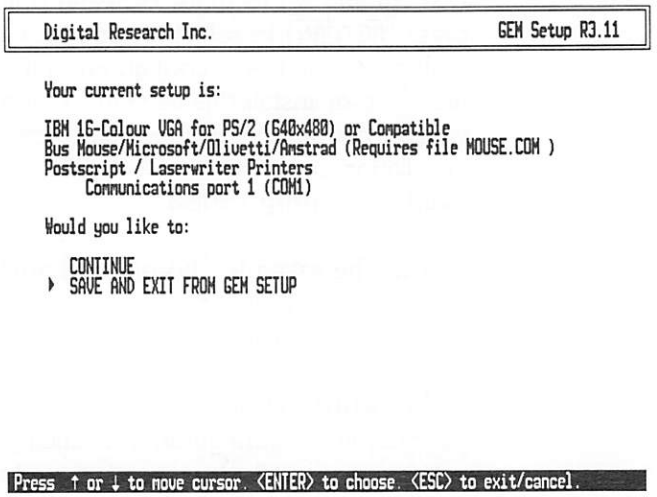
GEM **Setup** will present you with several questions about your hardware configuration including items such as graphics cards, displays, printers and mouse. If your configuration does not exactly match any of the options provided, choose the closest option. Please refer to the "Appendix" for additional hardware compatible with that listed in the installation program.

The **Other** option in the list of devices is only used to install other screens or printers supplied with a GEM Driver Pack. You will need the disk supplied with your device or obtained from Digital Research.

After you have chosen a mouse (and port, if appropriate) GEM **Setup** will display your current setup. At this stage, select to **Continue** if you wish to add another device to your installation, e.g. a printer, plotter, scanner etc. In order for DESK*press* to function properly, you should install at least one printer. (You may install up to four printers.)

When your current setup is complete, select **Save and exit from GEM Setup**:

Using GEM Setup


Digital Research Inc.
GEM Setup R3.11
Your current setup is:
IBM 16-Colour VGA for PS/2 (640x480) or Compatible
Bus Mouse/Microsoft/Olivetti/Amstrad (Requires file MOUSE.COM)
Postscript / Laserwriter Printers
Communications port 1 (COM1)
Would you like to:
CONTINUE
SAVE AND EXIT FROM GEM SETUP
Press ↑ or ↓ to move cursor. <ENTER> to choose. <ESC> to exit/cancel.

When these selections have been made, GEM **Setup** will transfer files to the appropriate locations on the hard disk. Follow the instructions on screen for disk changes.

Installing a mouse

Although it is possible to use the keyboard instead of a mouse (refer to "Guide to the GEM/3 Desktop"), a mouse is almost essential for any effective use of DESK*press*.

If you are using a mouse, be sure it is properly installed before starting GEM. Please refer to your mouse manual for instructions on proper installation.

If you have a bus mouse fitted, you will need to run the program MOUSE.COM before starting the GEM Desktop. The mouse can be invoked automatically by editing your AUTOEXEC.BAT file, found in the root directory of the hard disk. Use a word processor to open this file and type MOUSE on the next empty line of the file. Save the file in ASCII format and reset your computer.

Users who have a Logitech™ C7 Logimouse should install it as a bus mouse, copy the file MOUSE.COM supplied with the mouse onto the hard disk and insert the command MOUSE into the AUTOEXEC.BAT file.

Starting GEM/3

Follow these instructions to start GEM after it has been installed:

1. Log onto the hard disk where you selected to install GEM, e.g. type

   `C:` (RETURN)

2. Make sure that you are logged onto the root directory of the hard disk, e.g. type

   `CD \` (RETURN)

3. Start GEM by typing

   `GEM` (RETURN)

The GEM Desktop is displayed on screen.

If the GEM Desktop is not displayed on screen, you have probably selected the wrong graphics card and display. If this happens you will need to reset your computer before proceeding any further. Follow instructions below to change your installation.

If the GEM Desktop is displayed but the mouse pointer moves wildly around the screen, or moving the mouse does not move the mouse pointer on screen, you have probably chosen the wrong mouse, have not installed it properly, or forgotten to run MOUSE.COM before starting the GEM Desktop. If this happens, press (CONTROL) **Q** to quit from the GEM Desktop. Follow instructions below if you need to change your installation.

Installing DESK*press*

Once GEM has been installed you can install DESK*press*:

1. Start the GEM Desktop (described above).

2. Insert DESK*press* **Master disk 1** into drive A and close the drive door.

3. Double-click on the icon for drive A (in the window called disk drives) to open it up. The contents of drive A will be displayed.

4. Find and double-click on the icon called INSTALL.APP.

You will be asked where you wish to install DESK*press* and whether you wish to install different components of the DESK*press* package, e.g. sample files and the Mecanorma Graphics library. Follow instructions on screen for disk changes.

How to change your installation

If you upgrade your equipment at some time in the future (e.g. wish to add a printer), or if you make a mistake during installation, you will need to repeat the installation procedure. This is especially likely to occur if your equipment does not exactly match the options offered when installing GEM. You may have to experiment by installing different combinations. Start GEM **Setup** and select **Change existing configuration**. You will be presented with a list of options to change.

When you have finished the changes, run PRESSWID.

Installing Typografica™

Instructions for installing Typografica, the fonts generator, are found in Chapter 2 of the Typogafica manual. You do not have to install Typografica to use DESK*press*. However, you may wish to use Typografica to create custom screen and printer fonts later, when you are familiar with DESK*press*.

NOTE If you have an uncommon screen you may wish to use Typografica to create fonts specially for that screen. Instructions are found later in this chapter.

Running PRESSWID

PRESSWID will be started automatically towards the end of the DESK*press* installation process. PRESSWID is a program that measures the widths of all the screen and printer fonts, and stores this information in a file on disk called a width table. The width table is used by DESK*press* when displaying text on screen and when printing. Select the name of the required printer and click on **OK**. The screen will display a series of messages as PRESSWID is running.

If you have installed more than one printer, click on **Repeat**, then select the next different printer name. If you are going to use different printers for drafting purposes, you will only need to run PRESSWID for the final quality printer.

NOTE You will need to run PRESSWID again whenever you add or remove screen or printer fonts at any time in the future.

When you have finished running PRESSWID, you can either start DESK*press* immediately by clicking on **Deskpress** or exit to the GEM Desktop by clicking on **Exit**.

Starting DESK*press*

There are three ways of starting DESK*press*: within PRESSWID (described above), from DOS, or from the GEM Desktop.

In order to start DESK*press* from DOS, follow these steps:

1. At the DOS prompt, log on to the hard disk where DESK*press* is installed

2. Type

   `PRESS` (RETURN)

In order to start DESK*press* from GEM:

1. Start GEM.

2. Double-click on the PRESS folder on your hard disk.

3. Find and double-click on the icon called PRESS.APP.

Adjusting the printing position

When the page is printed on the paper the print area may not be properly aligned with the paper. This misalignment is part of the print mechanism and is different for every printer. You can use DESK*press* to adjust the printing position as follows:

1. Start DESK*press*.

2. Click on **Open** in the **File** menu. Select TESTCARD.DTP which you will find in the \PRESS\DTP folder on your hard disk.

3. If the rulers are not displayed on screen, click on **Show rulers** in the **View** menu.

4. Click on **Print** in the **File** menu to print TESTCARD.DTP.

5. Measure how far up and to the left (or down and right) the print position should move so that the position indicated by the screen rulers matches those on the printed page.

6. Click on **Printer setup** in the **Options** menu and enter the values you measured into the **Vertical print offset** and **Horizontal print offset** fields. Click on the + symbol to change it to - or vice-versa. A +ve measurement will adjust the printing position up or left, while a -ve measurement will adjust it down or right.

7. Click on **OK**. The vertical and horizontal print offsets are saved at this point.

8. Print the document again and repeat the process until the print area and paper align suitably.

Configuration notes

The operation of DESK*press* is dependent on the PC hardware configuration on which it runs. This section describes hardware-related operating procedures and restrictions.

Memory size and disk space

DESK*press* requires a minimum of 640Kbytes of RAM and a hard disk to operate.

DESK*press* has its own virtual memory system which holds on disk those sections of the program, document and fonts that are not currently in use. The more memory you have, the less disk accesses are required and the faster the program runs, because DESK*press* only swaps program and data between memory and disk when it is short of memory.

If you intend to create and edit very long documents, or if you are using images from a scanner, you will need more disk space. For example, the image of a full A4 page scanned at 300 dots per inch occupies up to one megabyte of disk!

GEM desk accessories and memory resident DOS programs

You should avoid using desk accessories like the Calculator or memory resident DOS programs like Partner PC™ with DESK*press* on a 640Kbytes machine. We recommend that the extra memory is left free since this will provide significant speed benefits. You should also remove any RAM disks, unless they lie in Extended or Expanded memory (within RAM above the 640Kbytes DOS limit). The number of FILES and BUFFERS in the CONFIG.SYS file should ideally be kept down to FILES=15 and BUFFERS=20.

How to improve DESK*press*'s performance

You will find that DESK*press*'s performance is improved considerably if you:

- Use disk caching if the cache uses Extended or Expanded memory, thus increasing the speed at which the screen is redisplayed
- Use expanded memory (EMS: LIM 4.0). We recommend that you leave 256Kbytes of Expanded memory for DESKpress and use the remainder for a disk cache and/or RAM disk. (If you wish to use a RAM disk, please read this section thoroughly.)
- Install GEM for a monochrome screen instead of colour (where your hardware allows you to do so)
- Turn **3-D** off, using **Set defaults** in the **Options** menu. Doing this will slightly speed up the display of forms on screen.

DESK*press* does not recognise any memory installed above the DOS limit of 640Kbytes. However, if this memory is configured as a RAM disk, you can instruct DESK*press* to use it for data slaving by entering a pathname such as `E:\` (i.e. the hard disk drive letter followed by \ ) in the file PRESS.SLV using a word processor or text editor. Please note, however, that when long documents or documents with large images are edited, DESK*press* can use a lot of disk space for data slaving.

NOTE You should only use the RAM disk for data slaving if the disk is at least 2 Mbytes large. This may still limit the size of document with which you can work.

Setting up your screen

Although you select your display and graphics card when you install GEM, the individual peculiarities of some displays need extra setting up. If you find that an inch on the DESK*press* rulers bears no resemblance to reality, you can customise your display and screen fonts as follows:

1. Start DESK*press*.

2. Click on **Actual size** in the **View** menu.

3. Measure the height and width of the screen display area: from the top edge of the menu to the bottom display line on screen (the vertical measurement), and from the left edge of the menu bar to the right edge (the horizontal measurement).

4. Click on **Screen setup** in the **Options** menu.

5. Enter the vertical and horizontal measurements on the **Screen Setup** form.

If you change these values, you may need to create screen fonts of the correct resolution.

6. Click on **Recalculate** in the **Typografica settings** box. Make a note of the horizontal and vertical resolution values displayed.

   This information can be used to edit your Typografica configuration file to create fonts with the correct resolution. This step is optional if your setup is close to that recalculated.

7. Click on **Cancel** to remove the form if you do not wish to proceed any further.

8. Only click on **Change** if you are *sure* you wish to proceed and create fonts with the correct resolution.

Display the screen rulers using **Show rulers** in the **View** menu to check that you have not made a mistake when typing the vertical and horizontal screen measurements.

Editing the Typografica configuration file

Follow these steps to edit the Typografica configuration file:

1. Install Typografica (described in Chapter 2 of the Typografica manual).

2. Make a backup copy of the configuration file before you edit it, in case you make a mistake. The file, called GEM3DP.CFG, is found in \TYPOGRAF\CONFIG, on the hard disk where you installed Typografica.

3. The configuration file is an ASCII file. Use a word processor to open it.

4. Near the top of the file there is a section called **Screen Device**.

5. Locate the name of the screen for which you have installed DESK*press* and Typografica, e.g.

```
SCREEN 80 65 6 96 0 0 GEM3 EGA 0 +
UK "IBM EGA / Monochrome Display"
```

In this example, the first number, `80`, is the horizontal resolution, the second number, `65`, is the vertical resolution and `EGA` is the device extension used for the screen fonts.

6. Change these values as appropriate, substituting the horizontal and vertical resolution values you noted on the **Screen Setup** form.

NOTE If you do not wish these fonts to be used by any other GEM applications you have installed, you can give the screen fonts a different extension.

---

7. Change the extension for the screen fonts, e.g. in the example above, change `EGA` to `ACT` (for Actual).

8. Save the file in ASCII format.

This is an example of edited screen device lines:

```
SCREEN 85 70 6 96 0 0 GEM3 ACT 0 +
UK "**IBM EGA / Monochrome Display"
```

After editing the Typografica configuration file, follow these steps carefully:

1. Use Typografica to create your screen fonts.
2. Run DESK*press*.
3. Click on **Screen setup** in the **Options** menu.
4. Change the extension in the **Screen font** files box to match that used in the Typografica configuration file, e.g. **ACT** for Actual, then click on **Change**.
5. Quit DESK*press* and run PRESSWID.

Now DESK*press* will use the screen fonts that you created specially for your screen, with the specified filename extension.

Some notes on printers

The Hewlett-Packard LaserJet II and Epson GQ-3500 laser printers have output resolutions of 300 dots per inch. In order to print a full page at this resolution, you must ensure that your printer has enough internal memory (you'll need around one and a half megabytes!). Consult your printer manual or your dealer to check this.

A full page of data at 150 dots per inch requires around 256Kb of data and this increases to around a megabyte at 300 dots per inch. If your laser printer is being driven from your PC printer port, it will take around three minutes to print a page at 150 dots per inch, and up to twelve minutes at 300 dots per inch, depending on page density.

These timings do not apply to PostScript printers because their fonts are held internally, or if you are using HP Soft Fonts downloaded to a HP LaserJet printer.

The number of typefaces and point sizes supported on your system depends on the type of printer. All printers except PostScript will have three typefaces supplied:

- Sans
- Serif
- Dingbats (Bullets)

These are available in various point sizes depending on your printer.

Program-generated bold (emboldened), italic (obliqued) and bold italic (emboldened obliqued) variants of these fonts can also be displayed and printed.

Users with PostScript printers can print an extended range of typefaces in character sizes ranging from 3 point to 250 points in one point increments, in bold, italic and bold italic variants where available.

Appendix

This appendix lists some configurations which are compatible with the options that are offered during installation of the program.

Displays

IBM CGA/Colour Display (640x200) - Mono Mode
Compaq Portable and Portable Plasma (640x200) monochrome
Tandy 1000 Color (640x200) monochrome
Amstrad 1512 & Amstrad 1640 CD

IBM EGA/Monochrome Display (640x350)
QuadEGA+

IBM 16-Colour VGA for PS/2 (640x480)
Ahead Systems VGA Wizard
Ahead Systems VGA Wizard Deluxe
AST/VIP
Compaq VGC
Everex/EVGA
Genoa Super-VGA Hi-Res
IBM VGA (MCGA or 100% compatible)
Orchid Designer VGA
Orchid Designer VGA-2
Paradise VGA Plus
Paradise VGA Professional
Quadram/Quad VGA
Quadram Prosync

Relisys/VGA EP
Sigma VGA
Sigma VGA H
Sigma VGA X
STB VGA Extra
STB VGA Extra/EM
Tatung Platinum VGA
Tecmar VGA/AD
Video 7 VEGA Deluxe
Video 7 VEGA VGA

IBM VGA Monochrome for the PS/2 (640x480)
Ahead Systems VGA Wizard
Ahead Systems VGA Wizard Deluxe
AST/VIP
Compaq VGC
Everex/EVGA
Genoa Super-VGA
Genoa Super-VGA Hi-Res
IBM VGA (MCGA or 100% compatible)
Orchid Designer VGA-2
Paradise VGA Plus
Paradise VGA Professional
Quadram/Quad VGA
Relisys/VGA EP
Sigma VGA
Sigma VGA H
Sigma VGA X
STB VGA Extra
STB VGA Extra/EM
Tatung Platinum VGA
Tecmar VGA/AD
Vega VGA

Printers

There are more printer model variations than can be listed here. However, much of the hardware is the same - only the names are different.

If your printer is not listed in GEM **Setup** or in the following list, try contacting your printer's manufacturers. Simply ask them which of these printers yours is compatible with.

Most matrix printers support Epson-compatible 9-pin or 24-pin graphics modes. If your matrix printer is not listed by GEM **Setup**, try the following selections:

- For 9-pin printers, choose **IBM/Epson High Resolution**
- For 24-pin printers, choose **Epson LQ Series**

Some Tandy 24-pin models are only supported in Epson 9-pin IBM mode.

Epson LQ Series Printers (180x180 dpi)
Citizen SW24
LC 24-10
NEC P2200, P6 & P5
Okidata 390, 391 & 393
Panasonic KX-P1524 & 1124
Seikosha 80A
Star NB-15
Star NB24-10 & 15

Hewlett Packard LaserJet II (300x300 dpi)
Canon Laser with LaserTwin card for HP emulation
Centronics PP8
Epson GQ3500 with HP LaserJet identity card
Epson GQ5000 with HP LaserJet identity card
Panasonic 4450
Star Laserprinter 8

Hewlett Packard LaserJet + (150x150 dpi)
Panasonic KY Laser
Okidata Laserline 6

You can also use 300dpi LaserJet printers as 150dpi printers.

IBM/Epson High Resolution Printers

The following Okidata Printers were manufactured as either Standard or IBM models. DESK*press* will only support the IBM type. The printer model can be determined by running the printer's self test. If yours turns out to be a Standard model, replacement IBM type ROMs are available from Okidata.

Okidata 92, 93, 84, 180 (FX model), 182, 182+, 192, 192+, 193, 193+, 292, 293, 294, Okimate 20 (black)

Citizen 120D

LC10

Panasonic KX-P1080, P1080i, P1081, P1091, P1091i, P1092, P1092i, P1093, P1592, P1595

Star SG-10 & 15
Star SD-10 & 15
Star SR-10 & 15
Star ND-10 & 15
Star NR-10 & 15
Star NL-10 & 15
Star NP-10 & 15
Star NX-10 & 15
Star NX-1000

IBM Proprinter (120x144 dpi)
Okidata 320 & 321

LaserWriter/PostScript Printers
AST TurboLaser P/S
IBM Personal PagePrinter (PostScript)

Summary

This chapter describes how to install GEM and DESK*press*. Refer to the "Guide to the GEM/3 Desktop" if you need to learn how to use GEM, or to the tutorials called "Guided tour" and "Getting to know DESK*press*" for a quick introduction to using DESK*press*.

2

GUIDE TO THE GEM/3 DESKTOP

2: Guide to the GEM/3 Desktop

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Introduction

This manual is a brief guide to operating the GEM® Desktop™ and working with windows, icons and menus.

Installation

Instructions for installing the GEM Desktop and DESK*press* are found in "Installation guide" in this manual.

Start-up procedure

Once the GEM Desktop is installed on disk it is extremely simple to run. Switch to the root directory of the disk on which you installed GEM, then type:

GEM (RETURN)

Using the mouse

The small black arrow on the screen is the pointer, which will move around the screen as you move the mouse itself around your work surface.

NOTE If you do not have a mouse, you can still control the pointer with the arrow keys on your keyboard, but you will first need to press the right-hand (SHIFT) and (CONTROL) keys together to switch on keyboard pointer control.

Many commands can be given to your computer by doing various things with the mouse button. Always use the left-hand button if your mouse has more than one.

- **Clicking** means pressing the mouse button once and immediately releasing it. A single click on any item in a Desktop window will select it, causing it to be highlighted.

- **Double-clicking** means pressing the mouse button twice in rapid succession. Double-clicking is used to open items such as folders or applications.

- **Shift-clicking** means pressing (SHIFT) and the mouse button at the same time. This is used to enable more than one object to be selected at the same time. If you *click* on an object while another object is selected, the selected object will be deselected before the new object becomes selected. If you *shift-click* on the second object both objects will become selected. Any number of items in a Desktop window can be selected in this way, and can then be individually deselected by shift-clicking on them again.

NOTE If you haven't got a mouse, press (HOME) instead of the mouse button for clicking operations.

- **Dragging** means positioning the mouse pointer, pressing and holding down the mouse button, then moving to a new position before releasing the button.

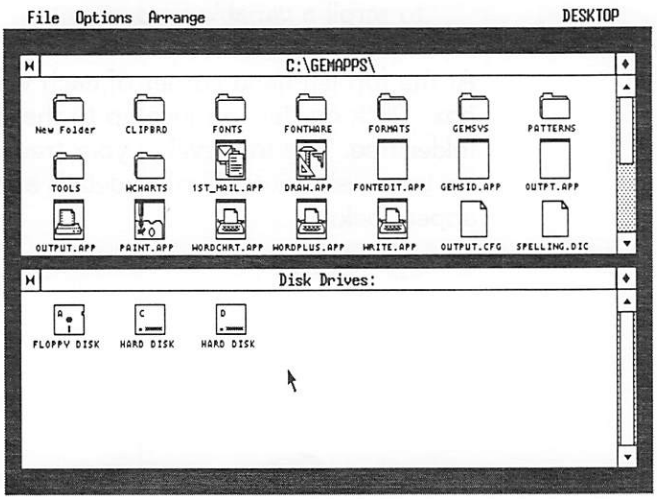
If the drag is started at a point in a Desktop window a "rubber box" will appear and any items it touches or encloses will become selected, thus providing another way of selecting several items together. Shift-clicking can then be used to deselect or select individual items. Note that "rubber boxes" can only be drawn from top left to bottom right.

NOTE If you haven't got a mouse, press (END) to start the drag, use the cursor keys to move to the new position and press (HOME) to end the drag.

What's on the Desktop

At the time of loading, the Desktop is normally divided horizontally across the middle into two *windows*, each of which contains one or more icons.

The GEM/3 Desktop



Moving around the windows

At the right-hand edge of each window is the *scroll bar*, used to bring any parts of the window which may be hidden into view. The white box within the scroll bar is called the *slider* and the size of this relative to the size of any shaded area which surrounds it gives an indication of the area of window which is concealed. If the slider fills the scroll bar all the window is visible.

To see a different area of the window, do one of the following:

- Click on one of the arrowheads at either end of the scroll bar to scroll one line of icons.
- Click on the shaded area of the scroll bar above or below the slider to scroll one full window of icons.
- Drag the slider upwards or downwards with the mouse to scroll a variable amount.

At the top left-hand corner of each window is the *close box*. Click on this to move up to the next level in your folder tree. The top level in your tree will contain the icons for your disk drives. Further details about folder trees appear below.

The narrow box across the top of each window is called the *title bar*. It contains the name of the disk you are looking at and the names of any folders on that disk which have been opened in the current window. These details are together called the directory path, and each disk name is followed by a colon and each component of the path is separated by a '\'. It is worth remembering when choosing names for your folders that 65 is the maximum number of characters that can appear in the title bar.

At the right-hand corner of the title bar is the *full box*. Click on this to fill the whole Desktop with a single window. Click on it again to reduce the window to its normal size.

The Desktop icons

Within DOS (the operating system that your PC uses), files, programs and other items are stored in directories, which may in turn be stored within other subdirectories to produce a tree-like structure. Each subdirectory within GEM is called a *folder*. A folder may be stored inside another folder alongside other items such as *applications* (programs) or *documents* (files), just as in DOS.

The first icon within each folder is called **New Folder**. Double-click on this icon to create an additional folder inside the existing folder. A dialogue box will appear allowing you to give this new folder a name. The folder called **New Folder** will remain in the original folder to allow you to create other additional folders as required.

The following icons represent the various items in the windows:

- Folders

- Documents

- Applications

- Disk drives

Copying using icons

To copy an item represented by an icon, simply drag the icon to where you want it (whether this is a folder, a disk drive or an area of Desktop), then release the mouse button. You can tell when the mouse pointer passes over a destination icon, because it is then highlighted in reverse video. When more than one icon in a window is selected, dragging any one of these will result in them all being copied to the new destination.

Items can be copied in this way to a new destination in the same window, or from one window to another. For example, if one window shows the contents of drive A and the other shows the contents of drive B, items can be copied from one disk to the other.

When you copy an item, the original version of that item remains intact. Items copied onto a folder icon will be placed within that folder; items copied onto a disk drive icon will be placed in the root directory of that disk drive; and items copied directly into an open Desktop window will be stored in whichever drive or folder is open in the window. If a folder is copied to a new location, the entire contents of that folder will be copied with it.

NOTE If you copy a folder onto another folder which has the *same* name, only the contents of the folder and not the folder itself will be copied into the destination folder.

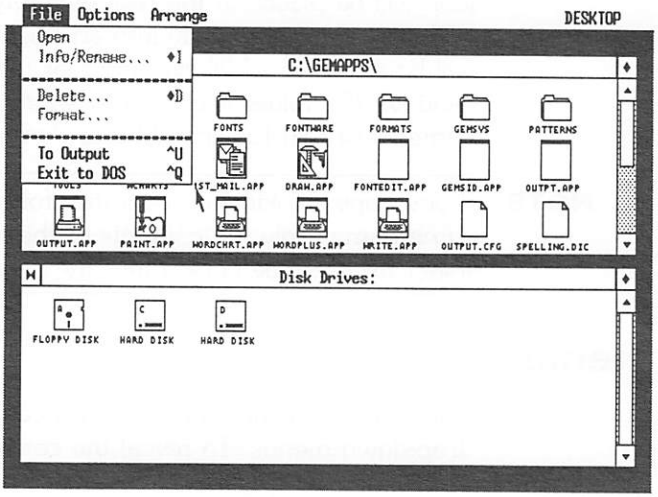
The menus

The top line of the GEM Desktop contains the four drop-down menus. To reveal the commands included in each menu, simply move the mouse pointer to the menu title. To use one of the commands move the mouse pointer on top of the command and click. If you wish to remove the menu commands from the screen without using them, simply click on any other part of the Desktop. Items on the menu which are not currently available are displayed in grey type.

Some of the menu entries have associated "quick keys" or keyboard shortcuts which can be used instead of clicking on them. These are shown after the name of the command on the menu. The diamond symbol ♦ represents (ALT) while the caret symbol ^ represents (CONTROL).

The File menu

The File menu



Open

This command opens a window onto the currently selected disk or folder, or runs a currently selected application. A document can only be opened directly if you have previously configured its application (see under **Options** menu below).

Info/Rename This command displays information about the currently selected icon and allows you to change the name of a document or an application (but not of a folder). To change the name, press (ESC) to clear the **Name** line, then type in a new name. A name may consist of up to eight characters, but must not contain any spaces within it. The name should be followed by a three character extension to identify its type. The name and extension are separated by a full stop.

Delete This command deletes all currently selected items.

Format This command formats the disk in the currently selected floppy disk drive.

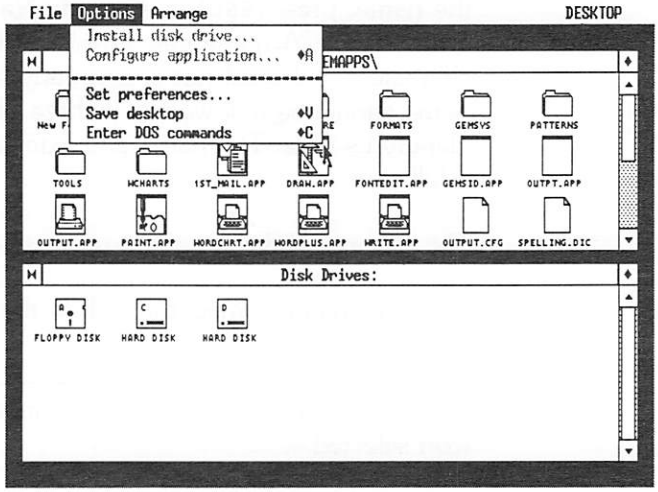
NOTE Be *very* careful not to use this command with a hard disk icon selected.

To Output Use this command to print files created with certain GEM applications. DESK*press* has its own print command and does not use **To Output**.

Exit to DOS This command shuts down the GEM Desktop and returns you to DOS.

The Options menu

The Options menu



Install disk drive

This command allows you to add, delete or make changes to a disk drive icon:

1. Select one of the existing disk drive icons.
2. Select **Install disk drive**.
3. When the form box appears make the necessary amendments.
4. Select **Install** to add a new disk drive icon or **Remove** to get rid of an existing icon.

After making any changes with the **Install disk drive** command, you must use the **Save desktop** command in the **Options** menu to ensure that the icons are stored for use when you next load the GEM Desktop.

NOTE It is conventional to call floppy disk drives 'A' or 'B' and hard disk drives 'C', 'D', 'E' or 'F'.

Configure application

This command allows you to link documents with certain extensions to a particular application. When you double-click on the document icon on the Desktop, the application it has been linked to will start up and load the document automatically.

1. Select an application.
2. Click on **Configure application**.
3. Type in the three character extension(s) you wish to link to the application e.g. .DOC, .DTP.
4. Select **GEM**, **DOS** or **DOS-takes parameters** as application type. (If you select **DOS-takes parameters**, a dialogue box will appear when you open the application allowing you to enter the parameters.)
5. If the program is extremely large and will not run with the whole of the GEM Desktop loaded at the same time, select **Needs full memory Yes**. Part of the Desktop will then be unloaded to disk, to make room for the program. This will, however, result in a slowing down of the Desktop.

6. Use the icon type scroll box to select a suitable set of icons for your program so that it is easy to recognise on the Desktop.

7. Select **Install**.

When you have finished configuring the application, you should use the **Save desktop** command in the **Options** menu to store the configuration for use when the GEM Desktop is next loaded.

If you want to cancel the way an application has previously been configured, simply select the application, click on **Configure application** and select **Remove** in the dialogue box. Once again, you will need to save the Desktop to ensure that the cancellation is recorded for future use.

Set preferences

This command allows you to control whether or not warning messages should appear before certain instructions are carried out. It also controls the double-click speed of the mouse, sound effects, and certain other parameters. If you would like the choices you make to be saved for future use, you should finish off by using the **Save desktop** command.

Save Desktop

This command saves the current Desktop settings so that each time the Desktop is loaded, the same settings are applied. The following settings will be saved:

- The size of the Desktop windows.
- Which disk drive(s) are represented in each window, together with any folders that are open.

- The way any applications have been configured.
- The type of icon that has been installed for each disk drive.
- Any preferences which have been set.

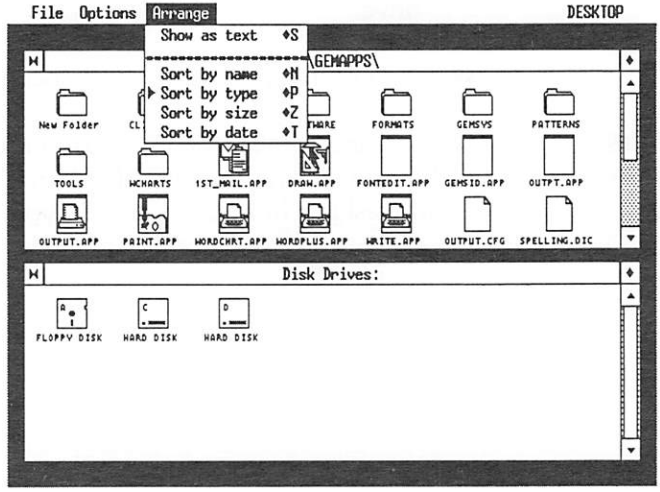
Enter DOS commands

This command allows you to exit temporarily to DOS without unloading the GEM Desktop. To return to the GEM Desktop from DOS simply type:

```
EXIT (RETURN)
```

The Arrange menu

The Arrange menu



This menu allows you to decide how the various items in the Desktop windows will be displayed and arranged.

Show as This command allows you to display the items as text or icons.

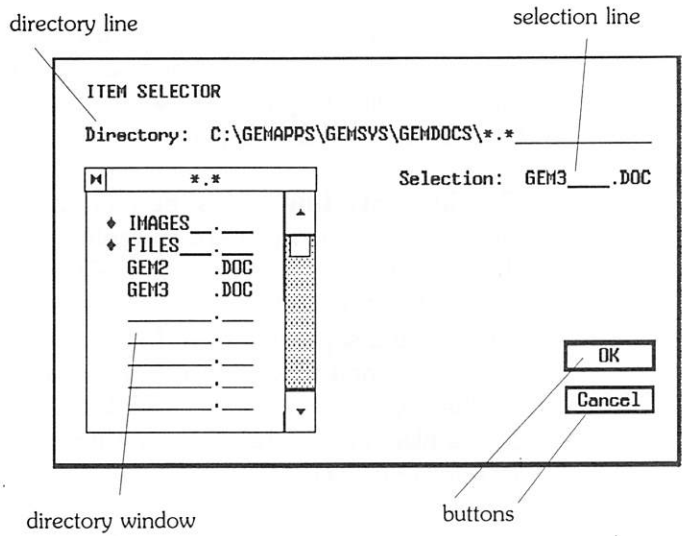
Sort by This command allows you to select the order in which the items will appear in the window i.e. sorted by name, extension, size or date.

The Desktop menu

The **Desktop info** command displays information about the Desktop, including the version number and authors' names.

Item Selectors

The GEM Item Selector



The GEM Item Selector appears whenever you need to select a file from within a GEM program. The Item Selector consists of the following component parts:

- The **directory window**
- The **directory line**
- The **selection line**
- The **OK** and **Cancel** buttons

The **directory window** has a scroll bar on its right-hand side, in which currently available items are listed. Folders are shown preceded by a diamond symbol and can be opened by clicking on the name. The window has a close box at its top left-hand corner to allow you to move to the next higher level in the folder tree. The title bar across the top of the directory window shows what type of files you have chosen to have displayed.

The **directory line** shows the path in the tree leading to the folder in which you are currently looking. You can change this by clicking on it to position the cursor and editing the text. Disk drive names must be followed by a colon ':' and separated from folder names by a backslash '\'. Folders and files must also be separated from one another by a backslash '\'. The last item in the path must be the filename extension for the type of file you wish to look for (e.g. .DTP).

The character '*' can be used in the directory line to represent any string of characters of unknown length, and the character '?' can be used to represent any single unknown character. These two characters are known as *wildcards*. Further information about them can be found in your DOS manual.

The directory line will also change every time you use the close box to move to a different level in the directory window or open a folder within it.

If you amend the directory line, you will need to click inside the directory window or press (RETURN) to update the contents of the window.

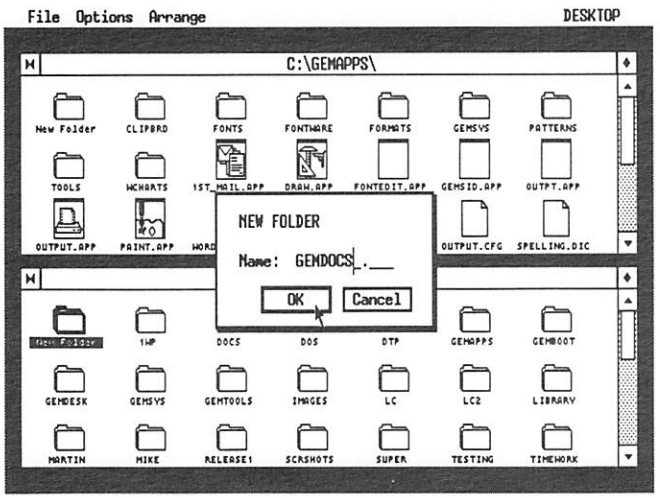
The **selection line** shows the name of the currently selected document. You can change this by clicking on it to place the cursor there and editing the text, or by clicking on a different document name in the directory window.

When the correct item has been selected, click on **OK** or press (RETURN) to confirm the choice. Double-clicking on a document name in the directory window has the dual effect of selecting that item and confirming the selection.

Dialogue boxes

GEM contains two types of dialogue boxes, the information dialogue and the data entry dialogue or *form*. To remove an information dialogue from the screen after you have read it, click on the **OK** button or press (RETURN).

A dialogue box



NOTE Some information dialogues have other buttons in place of the **OK**, but these are usually self-explanatory.

Data entry dialogues or forms require you to enter items of information or make selections by clicking on the appropriate boxes. Lines of text are edited by clicking on them and using the arrow keys or (TAB) to position the cursor at the correct point. (DEL) or (BACKSPACE) can then be used to remove unwanted characters before new text is typed in. If you wish to delete a whole line of text, position the cursor on it and press (ESC). When the entries are correct, click on **OK**.

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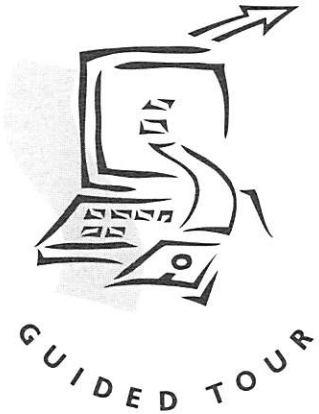
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Introduction

If you are a newcomer to desktop publishing, this chapter will give you a quick guided tour through the basic features of DESK*press*. The second tutorial, *Getting to know DESKpress*, introduces some of the more advanced features of DESK*press*. You may wish to work through the second tutorial after completing the *Guided tour*.

The *Guided tour* is divided into four lessons, each one taking about 15 minutes to complete:

- **Lesson 1** Creating a document
- **Lesson 2** Working with text
- **Lesson 3** Using paragraph styles
- **Lesson 4** Adding pictures

All four lessons contain precise directions for each step you must take, but don't hesitate to try out ideas of your own too. However, if you do, make sure you remember where you left off so that you can finish the *Guided tour* later.

Many of the DESK*press* menu commands have keyboard shortcuts. This means that you can use the keyboard instead of clicking on the command in the menu. If a keyboard shortcut exists it will be displayed next to the command in the menu. For simplicity this *Guided tour* does not use these shortcuts.

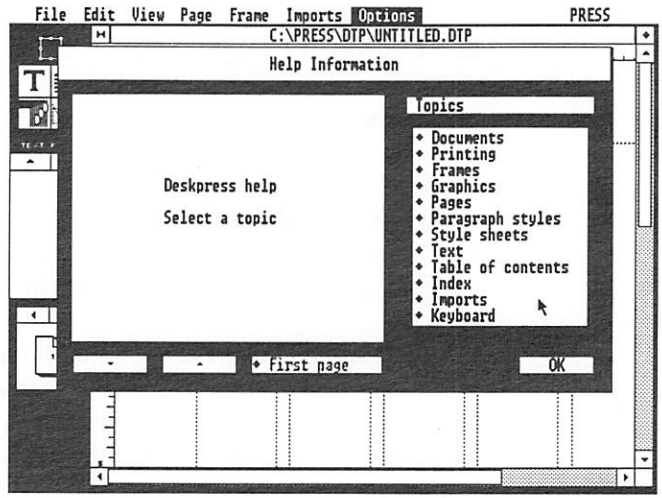
Starting DESK*press*

If you haven't installed DESK*press* yet, do it now! Once you have installed DESK*press* you can start the program. You will find instructions on both installing and starting DESK*press* in the *Installation and getting started* manual.

How to get help

DESK*press* will provide instant help information at any point in the *Guided tour* if you move the mouse pointer to the **Options** menu and click on **Help!** You will see a list of topics like this on screen:

Help information



Click on one of the topics to display text relating to it in the area on the left. Click on the down arrow button or press (RETURN) to scroll down through the help text or click on the up arrow button to scroll up a page at a time. To go directly back to the first page of help text, click on **First page**.

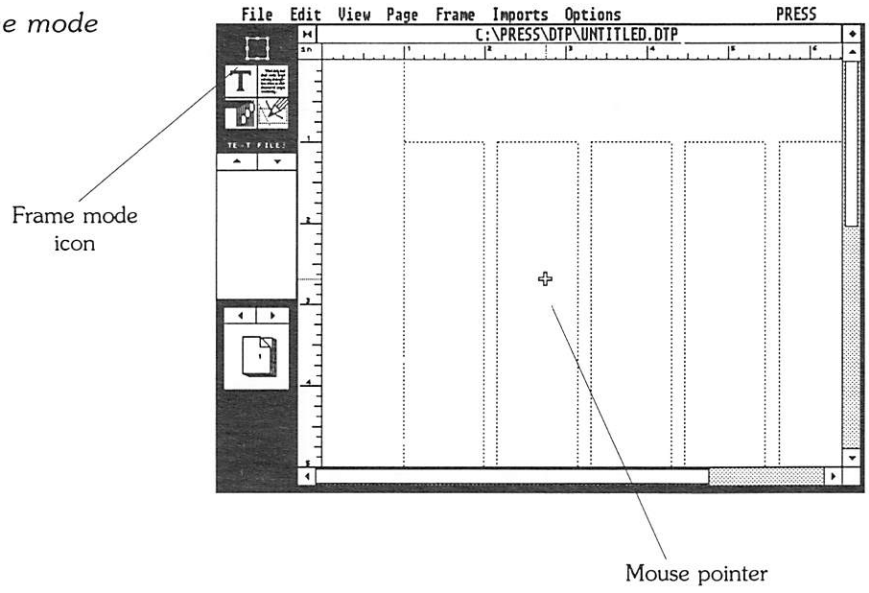
Change help topics by clicking on another topic. Once you have read as much of the help text as you want, remove the form by clicking on **OK**.

NOTE: Pressing (RETURN) always has the same effect as clicking on a button with a heavy black border.

Lesson 1: Creating a document

Whenever you load DESK*press*, the program starts up in Frame mode. (Notice how the mouse pointer changes to an icon that looks like an open cross.) If you look at the *toolkit* in the top left-hand corner of the screen, you will see that one of the boxes is highlighted in "reverse video" to show that you are in Frame mode:

Frame mode



NOTE If you are not sure about any of the terms used in this tutorial (such as "reverse video"), look them up in the "Glossary of DTP terms" in the main *User manual*.

DESK*press* starts in Frame mode because the first step in creating a document is to draw the frames which will hold your text and pictures. In this *Guided tour* you are going to create a single-page document containing text and a picture.

Loading a style sheet

One way of starting a new document is to load a *style sheet* from disk. The style sheet contains information relating to page size, paper type, page margins, master page(s) and paragraph styles. You can think of the style sheet as the "template" for your entire document, while the master page acts as a template for any new pages you add to the document.

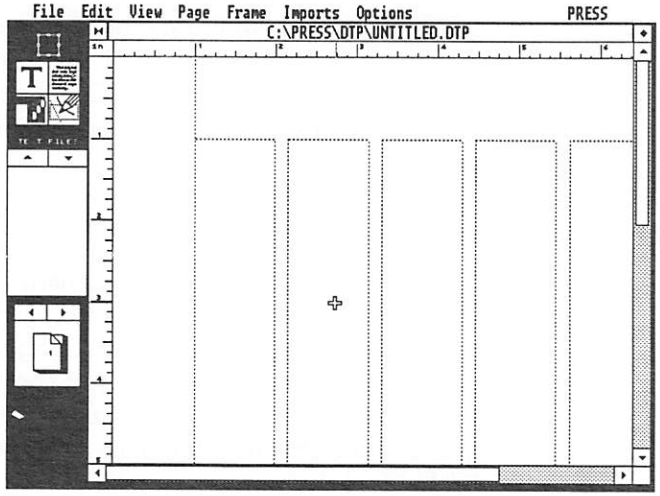
Let's start by loading a style sheet from disk:

1. Click on **New** in the **File** menu. A message is displayed, asking you whether you wish to load a style sheet.

2. Click on **Yes**. An Item Selector is displayed, showing you the contents of the \PRESS\STYLE\ folder on the disk where DESK*press* was installed.

3. Make sure DEFAULT.STY is selected, then click on **OK**. Your screen should now look like this:

After loading a style sheet



NOTE If you want to know more about Item Selectors and folders, please refer to the "Guide to the GEM/3 Desktop" in the *Installation and getting started* manual.

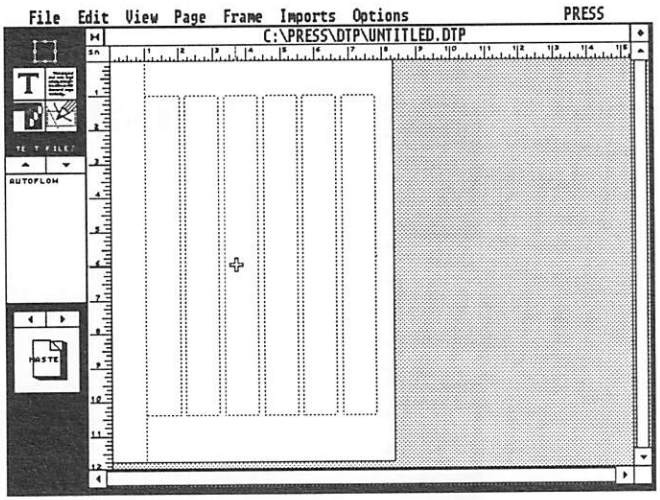
Displaying the master page

If you want all the pages in your document to have the same layout, it is a good idea to draw your frames on the *master page*.

To display the master page, click on **Go to master page** in the **Page** menu. The master page is displayed on screen, and the *page icon* in the bottom left-hand corner shows that the current page is the master page.

At the moment, you may only be able to see part of the master page on screen. The part of the page that you can see on screen depends on what view size you are using. Move the mouse pointer up to the **View** menu. Notice that one of the view sizes is marked. To look at the whole master page, click on **Full page** in the **View** menu. The screen should now look like this:

Full page view



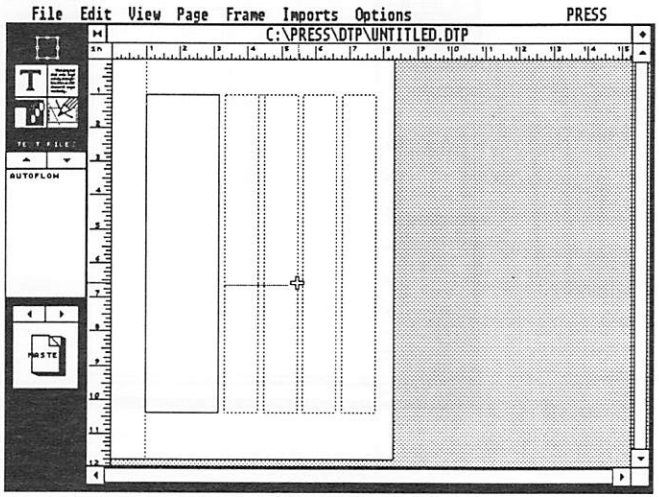
The master page has six dotted boxes on it called *column guides*. The column guides are there to help you draw frames and position them precisely. In this lesson, you're going to draw three frames on the master page, each one the same size as two of the column guides.

Drawing frames

To draw Frame 1, position the mouse pointer at the top left-hand corner of the first column. Now drag the mouse pointer to the right and down to create a frame which covers the first two columns.

When you have drawn Frame 1, draw a second identical frame across the middle two columns. The illustration shows you Frame 1 in place, and Frame 2 being drawn:

Drawing frames



You've now drawn two of the frames. Since the three frames on this page will be identical, why not make a copy of one of these two frames instead of drawing the last one?

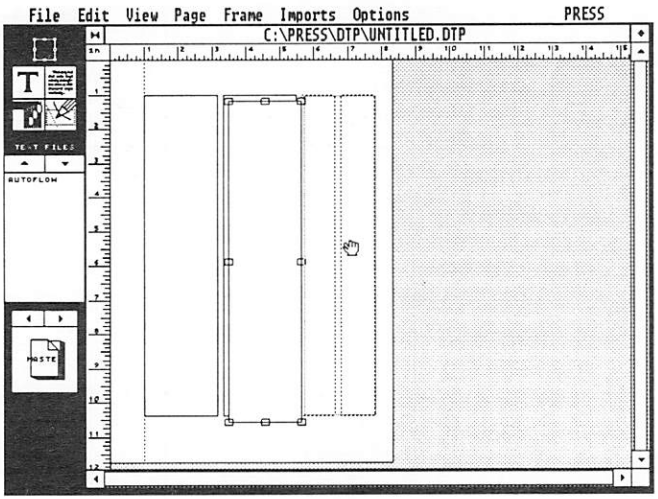
Copying and moving frames

First, make sure that one of the frames is selected by clicking the mouse pointer on it. (A frame is selected when it has eight little boxes called "handles" around its edges.) Now click on **Copy** in the **Edit** menu to make a copy of the selected frame, then click on **Paste** in the same menu to paste it onto the page.

The copy is pasted in on top of and overlapping the original frame. Move the copied frame into position on the two right-hand columns as follows:

1. Position the mouse pointer within the frame.
2. Press and hold down the left-hand mouse button.
3. When the "grabber hand" appears, drag the frame into position and release the mouse button:

Copying and pasting a frame



Sizing frames

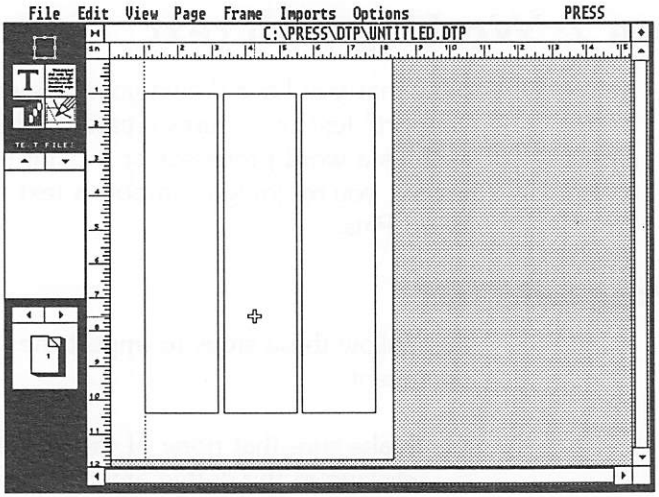
If you need to, you can change the size and shape of a frame by using its handles. Simply position the mouse pointer on one of the handles, then drag the frame by the handle until it is the size and shape you want:

- Dragging a corner handle will reduce or enlarge the frame *both* vertically *and* horizontally
- Dragging a centre handle will lengthen or shorten the frame *either* vertically *or* horizontally.

Inserting a page

Now that you have created your master page, you are ready to insert a blank working page in your document. To do this, click on **Go to page** in the **Page** menu. When the form appears, type in `1`, then click on **OK** or press (RETURN) to go to the first page. You'll see that DESK*press* has already added a copy of the master page for you:

The first page



Summary

In this lesson, you drew the frames on your master page and inserted a blank working page into your document. In the next lesson, you'll import some text from disk and edit it before adding a banner headline.

Lesson 2: Working with text

Now that you have drawn your frames, you can load in or "import" text or pictures created with another program, such as a word processor or a paint program. In this lesson, you're going to import a text file created with 1st Word Plus.

Importing some text

Just follow these steps to import the text into your document:

1. Make sure that none of the frames is selected by clicking in the dotted area to the right of the page.

2. Click on **Import text** in the **Imports** menu.

3. When the **Import Text** form appears, click on **1st Word Plus**, then click on **OK** or press (RETURN). Don't worry about the other settings on the form.

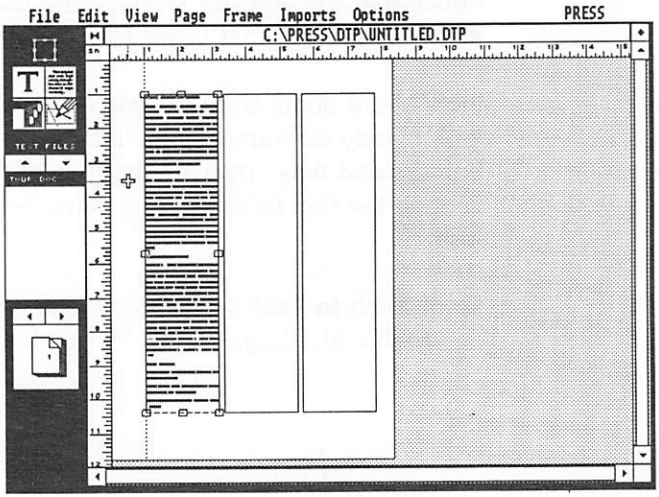
4. Select TOUR.DOC by clicking on it (found in the TEXT folder).

5. Finally, click on **OK** or press (RETURN) to load TOUR.DOC. Notice that the name of the text file is displayed in the *browser*.

NOTE The browser is a list of all the text files, drawn pictures (line-art files), and painted pictures (image files) which have been imported into the document.

6. Now click on Frame 1 to select it, then click on TOUR.DOC in the browser to pour as much of the text into it as it will hold:

Importing text



Try clicking on the title 'TEXT FILES' at the top of the browser and notice how it changes to 'LINE-ART'. The browser is empty because you have not imported any line-art files into this document. Click again on the title and it will change to 'IMAGES'. Once again the browser will be empty.

Now click once more on the browser title to return it to 'TEXT FILES'. You will notice that Frame 1 has a dotted bottom edge to show that there is some text still unplaced. Select Frame 2 and click on TOUR.DOC in the browser to pour the rest of the text into the frame.

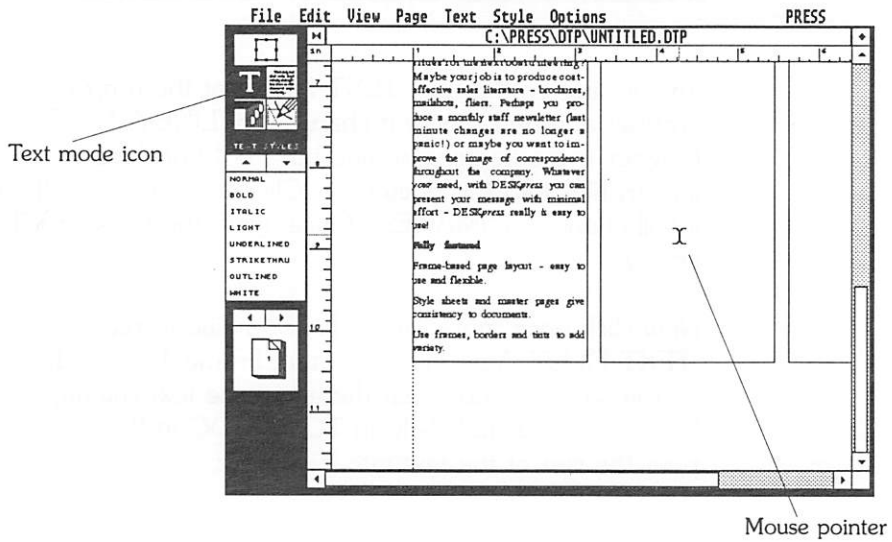
Editing the text

Two of the three frames on the page now hold the text which you have just imported. Click on **Actual size** in the **View** menu so that you can read it quite clearly. You will notice that the text has retained the text styles (bold, italic, etc.) inserted with 1st Word Plus.

How about doing some simple edits on the text? If you look closely at Frame 1, you'll find the words "Use frames, borders and tints" near the bottom of the frame. Let's change the text to read "Use frame borders and tints" instead:

1. Switch to Text mode by clicking on its icon in the toolkit (the large capital 'T' symbol).

Text mode



Notice how the mouse pointer changes to an icon that looks like an I with curly ends (called an I-beam) when you move it into the work area.

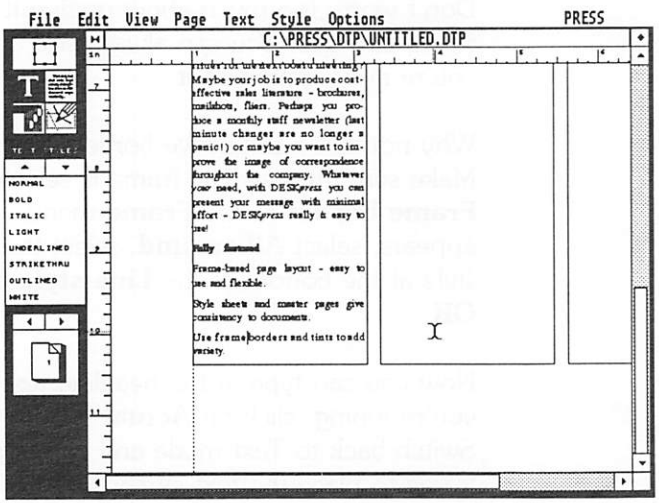
2. Click the mouse pointer on the word 'frames' to place the text cursor within it. (Move the mouse pointer out of the way so that you can see the text cursor.)

The text cursor is a thin vertical line which marks the place on the page where any text you type in will appear.

3. Use the arrow keys to position the text cursor just before the 's' in 'frames'.

4. Delete the 's' and the comma by pressing (DEL) twice:

Editing text


File Edit View Page Text Style Options
PRESS
C:\PRESS\DTP\UNTITLED.DTP
NORMAL
BOLD
ITALIC
LIGHT
UNDERLINED
STRIKETHRU
OUTLINED
WHITE
Maybe your job is to produce cost-effective sales literature - brochures, mailshots, fliers. Perhaps you produce a monthly staff newsletter (last minute changes are no longer a panic!) or maybe you want to improve the image of correspondence throughout the company. Whatever your need, with DESKpress you can present your message with minimal effort - DESKpress really is easy to use!
Fully featured
Frame-based page layout - easy to use and flexible.
Style sheets and master pages give consistency to documents.
Use frame borders and tints to add variety.

You can think of Text mode as a way of editing the text in your DTP document without affecting the original word processed text file. If you have a *lot* of changes to make to your text, use your word processor to edit the text *before* you import it!

Typing in a headline

How about adding an impressive looking banner headline to the top of the page?

First you'll need to draw a frame to hold the headline text. Go back to full page view by clicking on **Full page** in the **View** menu, then switch back to Frame mode. Now draw a long thin frame at the top of the page so that it overlaps the other three frames.

Don't worry too much about getting it exactly the right shape and size. You can always size or move it later if you're not happy with it.

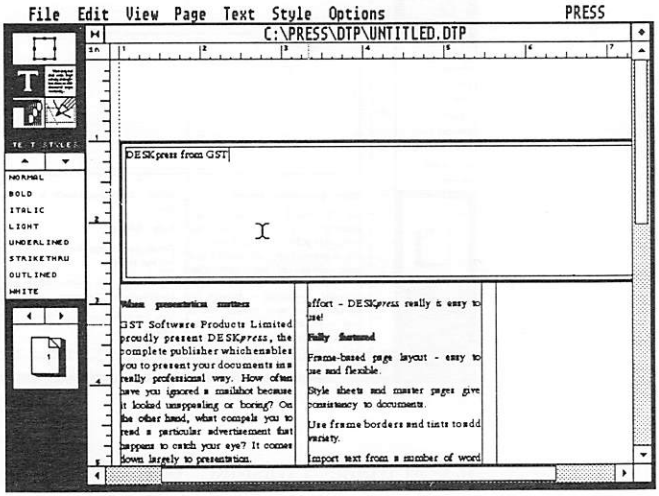
Why not add a distinctive border to your headline frame? Make sure the headline frame is selected, then click on **Frame border** in the **Frame** menu. When the form appears, select **All around**, select the double-line border style at the bottom of the **Line style** box, then click on **OK**.

Now you can type in the headline text itself. To see what you're typing, click on **Actual size** in the **View** menu. Switch back to Text mode and click inside the headline frame to place the text cursor within it. Type in the words:

```
DESKpress from GST
```

The screen should now look like this:

Typing in a headline



Don't worry about the appearance of the headline at this stage. In the next lesson, you'll learn how to make it bigger, centre it in the frame, and so on.

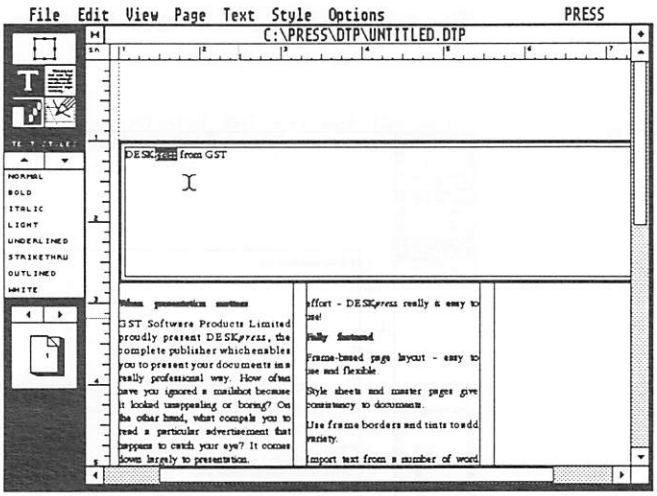
Styling a block of text

To round off this lesson, let's style a block of text to change its text style to italic. We'll look at how to do this to whole paragraphs of text in the next lesson.

To style a block of text:

1. In Text mode, drag your text cursor from the start of "press" in the headline text, to the end of the word. The marked block is displayed in reverse video:

A marked block of text



If you make a mistake, unmark the block by clicking anywhere outside the block or by starting to mark the block again.

2. With the block of text still highlighted, click on **Italic** in the browser. The block of text is now in italics.

3. Click the mouse pointer anywhere within the page area to unmark the block.

Summary

In this lesson, you imported a 1st Word Plus text file from disk, "poured" it into two of the frames, and edited it. You also drew a banner frame, typed a headline into it and restyled a block of text. In the next lesson, you'll learn how to work with paragraph styles.

Lesson 3: Using paragraph styles

Every paragraph of text in a DESK*press* document is tagged with a single *paragraph style*. The paragraph style controls a host of different typographical features, including

- The typeface or *font* used for the text
- The *point size* of the text
- Whether the text is *hyphenated*
- Whether to allow the paragraph to be split over columns
- The *justification format* (justified text, centred text, etc.).

How do you know what a paragraph looks like? The answer is that a paragraph can be anything from a single character to a pageful of text, as long as you have separated it from the rest of the text by pressing (RETURN).

We've already said that each paragraph of text is controlled by one of the paragraph styles. As a result, whenever you change *any* of the features of a paragraph style, *all* of the paragraphs tagged with that style will automatically change along with it.

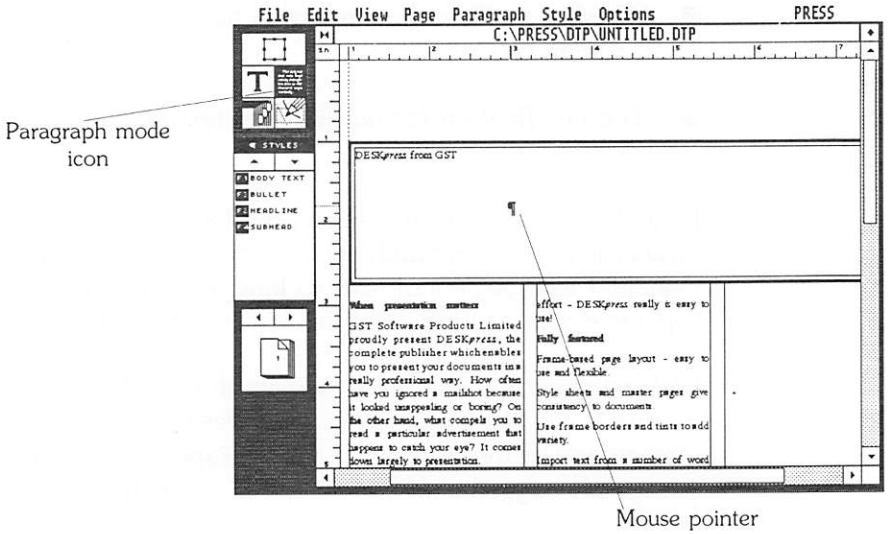
If you're a newcomer to desktop publishing, that may be a lot to take in at one go. Let's make it clearer by actually trying it out on your example document.

Changing font and point size

To begin with, switch into Paragraph mode by clicking on its icon in the toolkit (the icon looks like a small page of text).

Notice how the mouse pointer now changes shape into the shape of a paragraph symbol ¶ when you move it into the work area:

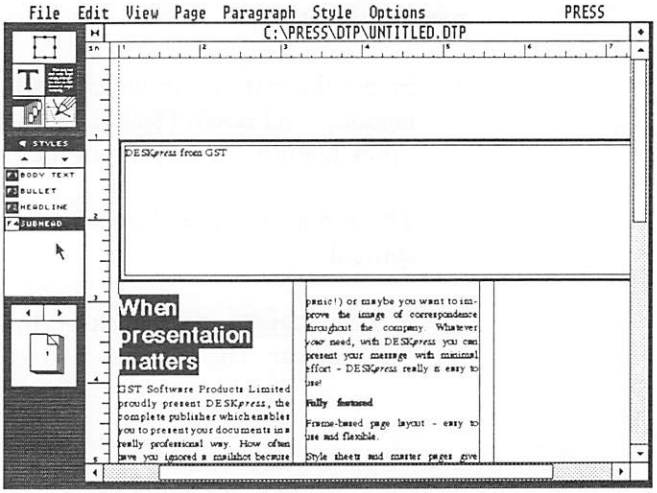
Paragraph mode


File Edit View Page Paragraph Style Options
PRESS
C:\PRESS\DTP\UNTITLED.DTP
STYLES
BODY TEXT
BULLET
HEADLINE
SUBHEAD
DESKpress from GST
¶
GST Software Products Limited proudly present DESKpress, the complete publisher which enables you to present your documents in a really professional way. How often have you ignored a mailshot because it looked unappealing or boring? On the other hand, what compels you to read a particular advertisement that happens to catch your eye? It comes down largely to presentation.
effort - DESKpress really is easy to use!
Fully featured
Frame-based page layout - easy to use and flexible.
Style sheets and master pages give consistency to documents.
Use frame borders and tints to add variety.
Import text from a number of word
Paragraph mode icon
Mouse pointer

Next select a few paragraphs of text by clicking the mouse pointer on them. Watch the list of style names in the browser at the same time. You will see that every paragraph of text is tagged with the paragraph style called **Body text**.

Let's try tagging some of the paragraphs with a different style and see what happens. Select the section heading 'When presentation matters' by clicking the mouse pointer on it, then click on the style name **Subhead** in the browser. The result should look like this:

Styling a paragraph


File Edit View Page Paragraph Style Options
PRESS
C:\PRESS\DTP\UNTITLED.DTP
STYLES
BODY TEXT
BULLET
HEADLINE
SUBHEAD
DESKpress from GST
When presentation matters
GST Software Products Limited proudly present DESKpress, the complete publisher which enables you to present your documents in a really professional way. How often have you ignored a mailshot because
panic!) or maybe you want to improve the image of correspondence throughout the company. Whatever your need, with DESKpress you can present your message with minimal effort - DESKpress really is easy to use!
Fully featured
Frame-based page layout - easy to use and flexible.
Style sheets and master pages give

This section heading is now in 20 point Sans/Helvetica bold. Repeat the tagging process with the other section headings:

- Impact by design
- Flexible – easy to use
- Fully featured

NOTE You may have to scroll the document in the window to see some of the section headings.

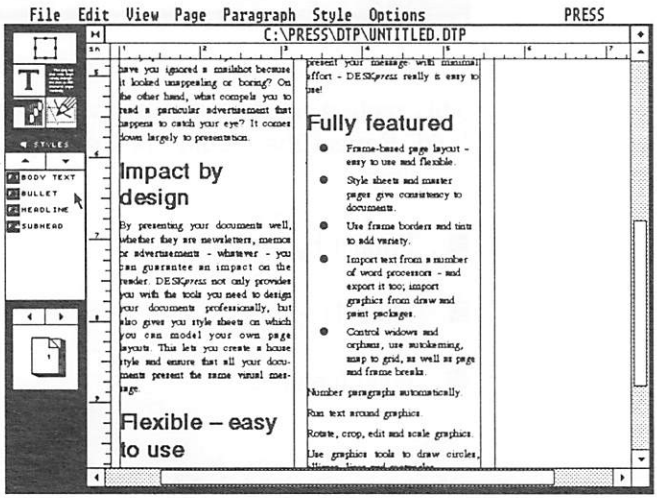
How about emphasizing each of the small paragraphs by highlighting the features with a bullet? You can do this in the same way as you tagged the section headings. However, this time try selecting several of the feature paragraphs at once:

1. Select the paragraph which starts 'Frame-based page layout', hold down (SHIFT), then click on some of the other feature paragraphs in that section.

   The mouse pointer changes to a white paragraph symbol.

2. Release (SHIFT), then click on the style name **Bullet** in the browser. The result should look like this:

Bullets

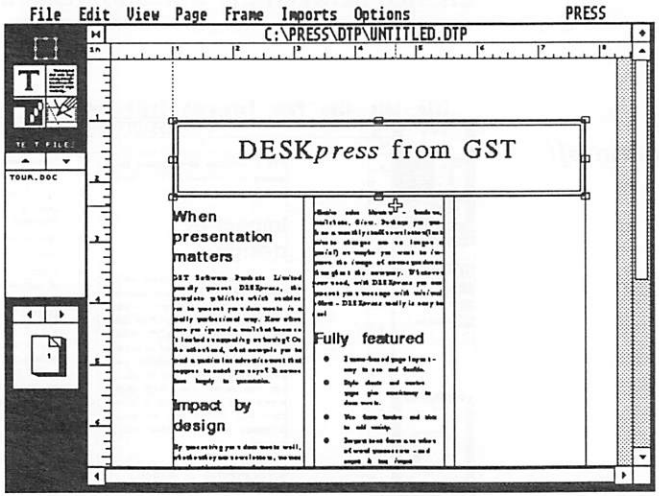

File Edit View Page Paragraph Style Options
PRESS
C:\PRESS\DTP\UNTITLED.DTP
STYLES
BODY TEXT
BULLET
HEADLINE
SUBHEAD
Impact by design
Flexible – easy to use
Fully featured
Frame-based page layout - easy to use and flexible.
Style sheets and master pages give consistency to documents.
Use frame borders and tints to add variety.
Import text from a number of word processors - and export it too; import graphics from draw and paint packages.
Control widows and orphans, use autokerning, snap to grid, as well as page and frame breaks.
Number paragraphs automatically.
Run text around graphics.
Rotate, crop, edit and scale graphics.

Repeat the tagging process with as many of the other feature paragraphs as you like, using the **Bullet** style.

Now let's tag the headline with its own paragraph style. Bring the whole headline frame into view by clicking on **Three-quarter size** in the **View** menu, then scrolling up to the top of the page. Tag the headline text with the style **Headline** in the usual way.

The headline text is now in a large "display" point size (36 point Times/Serif) and may not all fit into the frame. If this is the case, go back to Frame mode and click the mouse pointer in the headline frame to select it. Size the frame by pulling the lower centre handle downwards until all the text is visible within the frame:

The headline frame



You may find that there is less room now in the first two frames. If so, pour the rest of the text into Frame 3.

Turning hyphenation off

Whenever you load any text into a frame, it is automatically hyphenated so that all the lines are the same length. Try turning hyphenation off for the paragraphs tagged with **Body text**:

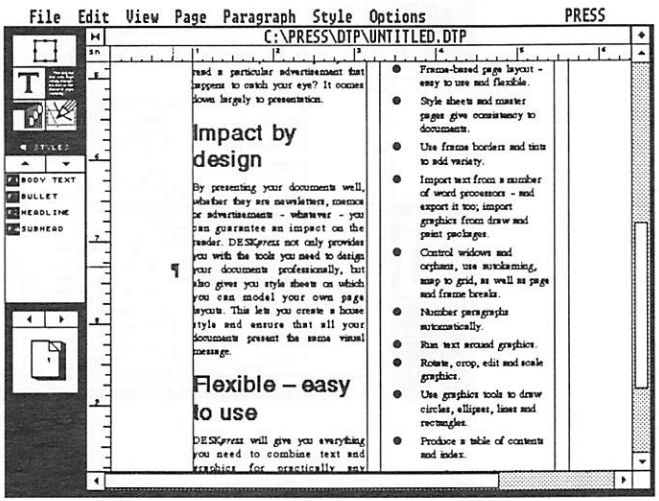
1. Switch back to Paragraph mode and **Actual size** view, then select a paragraph with a hyphenated word in it.

2. Click on **Justification** in the **Paragraph** menu.

3. Turn **Hyphenation** Off, then click on **OK**.

Notice how the word that was hyphenated has moved onto a new line, while the line it was on has had extra space inserted between the words to make it fully justified:

Turning hyphenation off



Changing the justification format

At the moment, all the **Body text** paragraphs are justified, with straight left and right margins. Let's change the justification format for **Body text** to flushed left or "ragged" text:

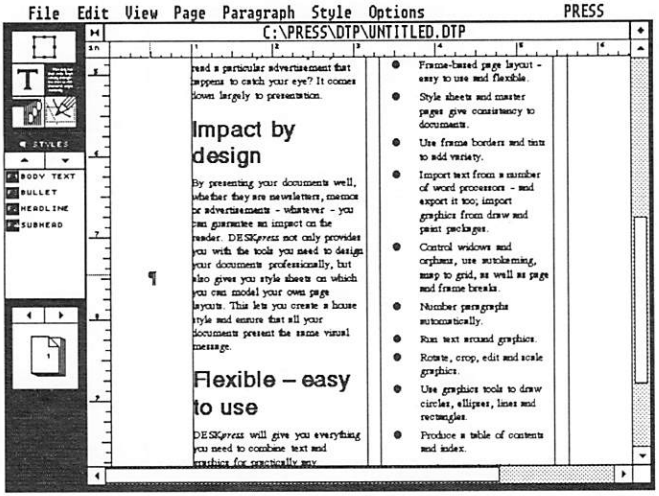
1. Select one of the paragraphs of **Body text**.

2. Click on **Justification** in the **Paragraph** menu.

3. Select **Flushed left**, then click on **OK**.

Notice how all the **Body text** paragraphs now have straight left margins and uneven right margins:

Changing the justification of body text



Summary

In this lesson you learned how to use paragraph styles to control the look of your text, by changing font and point size, turning hyphenation off, and changing the justification format of your text. In the next lesson, you'll add a picture, cut it to size by cropping it, scale the cropped area to its original proportions, and add some graphics to your picture.

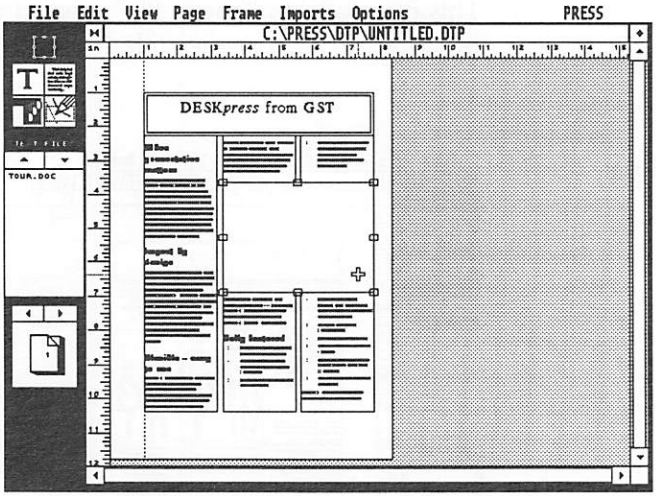
Lesson 4: Adding pictures

Now that you've finished creating and styling the text in this document, how about making it look a bit more lively by adding a picture? In this lesson, let's import an image and do some work on it.

Importing a picture

First switch back to full page view by clicking on **Full page** in the **View** menu, then click on Frame mode in the toolkit. Now draw a frame on the right-hand side of the page to hold your picture:

Drawing a picture frame



You may have noticed that when you drew this new frame, the text in the frames underneath moved out of the way to make room for it. This characteristic of a frame is called "repelling" text. Now follow these steps to load a picture into the frame:

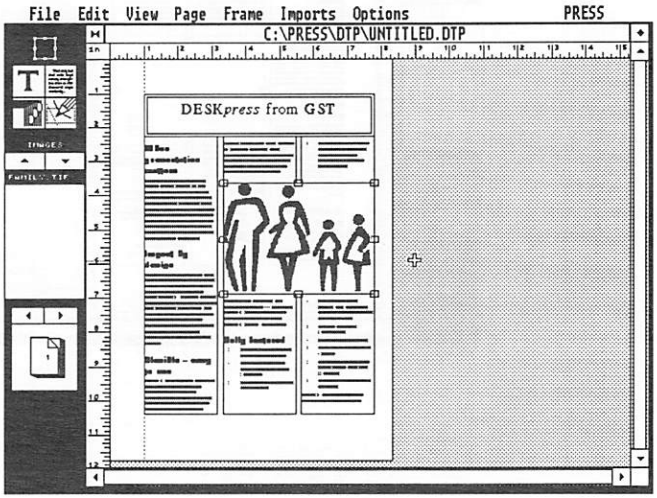
1. Click on **Import picture** in the **Imports** menu.

2. When the **Import Picture** form appears, select **TIFF**, then click on **OK** or press (RETURN).

3. Click on the picture name FAMILY.TIF (found in the PICTURES folder) to select it, then click on **OK** or press (RETURN).

This picture is an "image file" created with a painting program, so the browser title has changed to 'IMAGES'.

Importing a picture



Cropping the picture

There may be times when you wish to use a small part of a picture. It is simplicity itself with DESK*press* to *crop* or cut off any unwanted areas of a picture. Let's crop the picture:

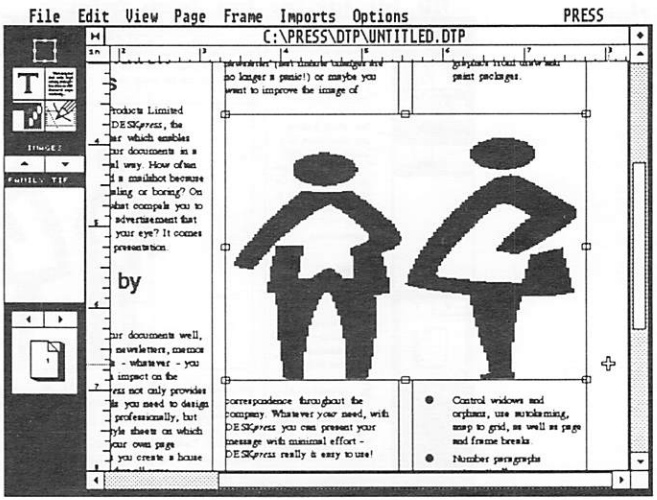
1. With the picture frame still selected, click on **Actual size** in the **View** menu for a closer look at the picture.

2. Click on **Crop picture** in the **Edit** menu. The mouse pointer changes shape into a pair of scissors.

3. Position the scissors within the picture frame, above and to the left of the children, then drag a dotted box around them.

4. Release the mouse button, and the portion you have cropped will fill the frame:

Cropping the picture



Scaling the picture

You will notice that the portion of the picture in the frame looks rather short and fat. This is because the proportions of the original picture have been distorted to make it fit exactly into the frame which you drew.

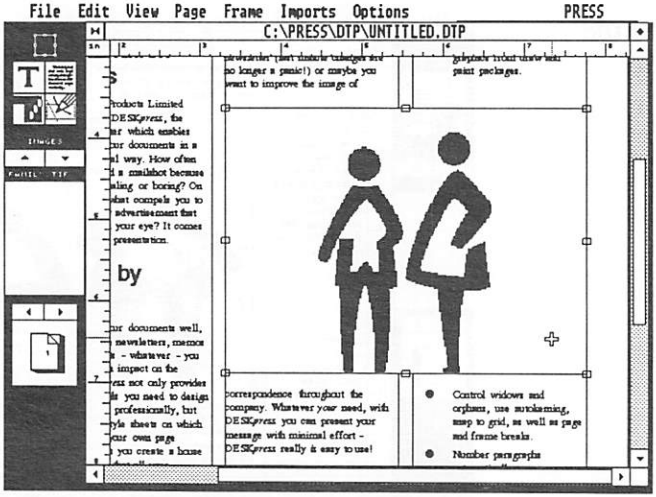
Let's restore the original proportions or *aspect ratio* of the part of the picture in the frame:

1. With the picture frame still selected, click on **Scale picture** in the **Edit** menu.

2. When the form appears, select to **Preserve** the aspect ratio, then click on **OK** or press (RETURN).

The picture will shrink in the frame, since the original relationship between its width and its height has been restored:

Scaling the picture



Adding graphics to the picture

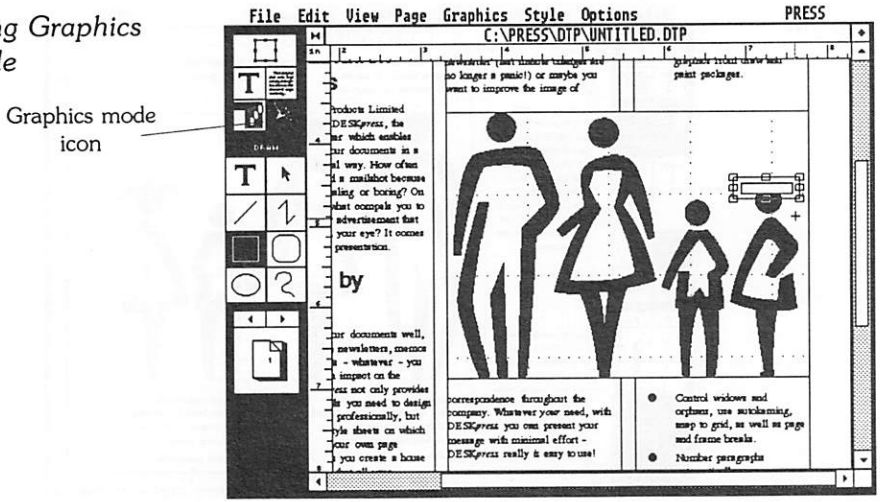
Now restore the whole of the original picture by clicking on **Clear** in the **Frame** menu with the picture frame still selected. When the frame is empty, click on FAMILY.TIF in the browser. (You may wish to scale the picture now that all of it is in the frame.)

Why not add some simple graphics to this picture? Let's give the little girl a hat:

1. Make sure that the picture frame is selected, then switch to Graphics mode by clicking on its icon in the toolkit. The picture frame is filled with a dotted grid.

2. Select the rectangle drawing tool by clicking on it, then move the crosshair cursor above the girl's head. Drag the crosshair to the right and downwards, and draw a rectangle to form the brim of the hat:

Using Graphics mode



3. When it is the size and shape you want, release the mouse button.

If you don't like the shape or size of the rectangle, you can resize it using its handles or get rid of it by pressing (DEL). If you experience any difficulty positioning the rectangle because it snaps to the graphics grid points, click on **Snap to grid** in the **Graphics** menu to turn snapping off.

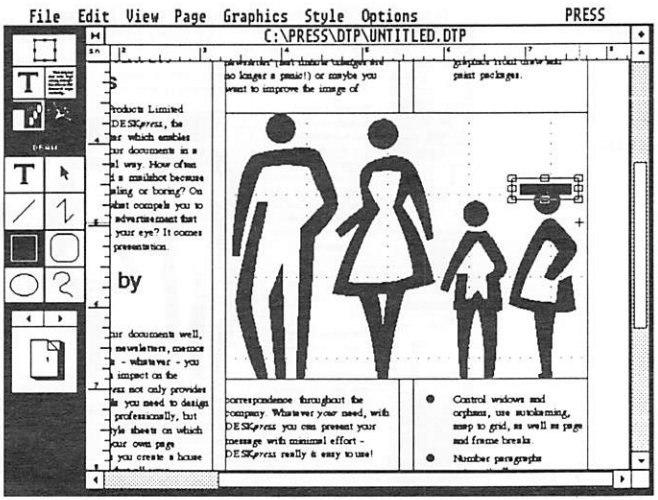
Selecting a fill style

You have now drawn part of the girl's hat. Before going on to finish the hat, let's give the hat a solid fill style:

1. Make sure that the rectangle is still selected, then click on **Fill style** in the **Graphics** menu.

2. When the form appears, choose the solid black fill style and click on **OK**:

Selecting a fill style



Now draw an ellipse to form the crown of the hat:

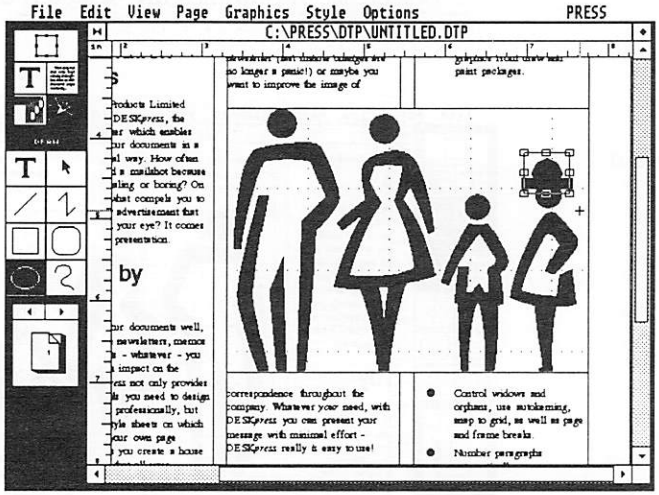
1. Click outside the rectangle to deselect it.

2. Click on the ellipse tool in the browser to select it.

3. Move the crosshair cursor above the rectangle and drag to the right and downwards to draw an ellipse. Release the mouse button.

4. Move the ellipse into position if necessary by dragging it:

Finishing the hat



Moving the graphics

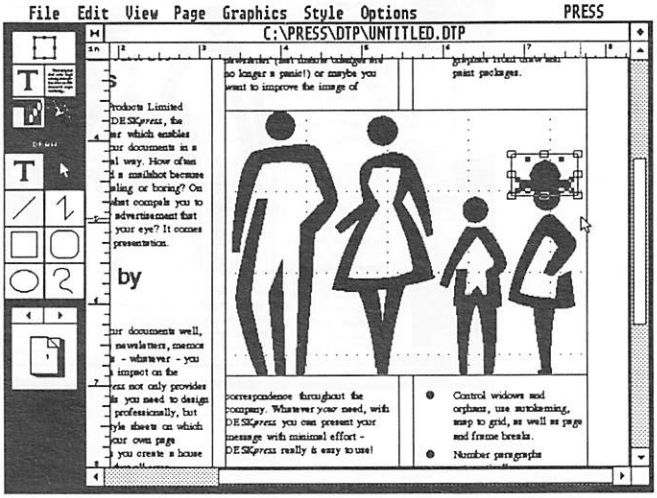
Now that the hat is finished, let's take it off the girl's head and give it to the boy! The easiest way to do this is to select the two parts of the hat as a group and drag the hat into position on the boy's head.

Do this as follows:

1. Click on the pointer tool in the browser.

2. You will probably find it easier to select the rectangular graphics object first. Click on the rectangle to select it, then hold down (SHIFT) and click on the other graphics object. Both graphics are selected as a group:

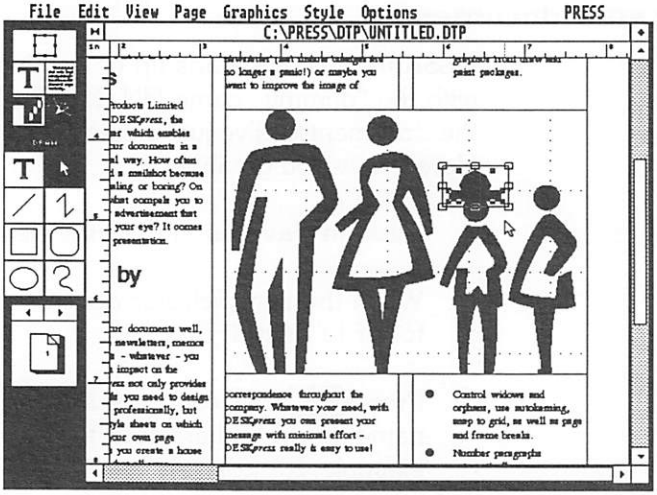
Selecting graphics as a group



You can do several things to a selected group, such as change its line and fill style, or cut, copy and paste it.

3. Now drag the hat into its position over the little boy. Your screen should now look like this:

Moving graphics



Summary

In this lesson you added a picture, scaled and cropped it, then used Graphics mode to include graphics objects in your document.

Wrap it up

When you've finished working through the *Guided tour*, you may want to save your document to disk before printing it out and leaving the program. In that way, you can come back and work on it again when you have learned more about using DESK*press*.

Saving your document

DESK*press* always starts up by naming your document with the "dummy" name UNTITLED.DTP. Why not give the document you've just created its own special name? Here's how you go about it:

1. Click on **Save as** in the **File** menu.

2. When the Item Selector appears, click on the DTP folder to open it up.

3. Press (ESC) to clear the selection line, then type a name (up to 8 characters) followed by `.DTP` (for example `TOUR.DTP`).

4. Click on OK or press (RETURN) to save your document to disk.

Printing your document

Let's finish this *Guided tour* by printing the document you have created. Click on **Print** in the **File** menu. When the **Print** form is displayed, click on **OK**. If you experience any problems, ensure that your printer is switched on, connected, on-line and supplied with paper, and check your installation of DESK*press*. (The main *User manual* contains details of the various printing options available to you should you wish to explore them.)

Quitting DESK*press*

To exit from DESK*press*, just click on **Quit** in the **File** menu. A message will be displayed warning you to save the document if you haven't already done so.

Summary

In this *Guided tour*, you've learned all the basics for creating and laying out your own DESK*press* documents. The other tutorial, *Getting to know DESKpress*, builds on this *Guided tour* and is there for you to *really* explore what you can do with DESK*press*.

If you have any questions about particular features of DESK*press*, please refer to the *User manual*.

Good luck and have fun!

GETTING TO KNOW DESKPRESS

3: Getting to know DESK*press*

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Introduction

This tutorial provides an overview of some of the more advanced features of DESK*press*. It assumes that you are familiar with the techniques introduced in the *Guided tour* and is divided into four lessons, each taking about 15 minutes to complete:

- Laying out your document
- Working with text and pictures
- Styling your document
- Adding the finishing touches

All four lessons work on the same document and you can stop a lesson at any point. You are advised to save your document frequently, especially if you decide to stop a lesson to come back to it later.

Lesson 1: Laying out your document

In this lesson you will create a document and set up the frames on the master page for automatic text flow.

Choosing left and right master pages

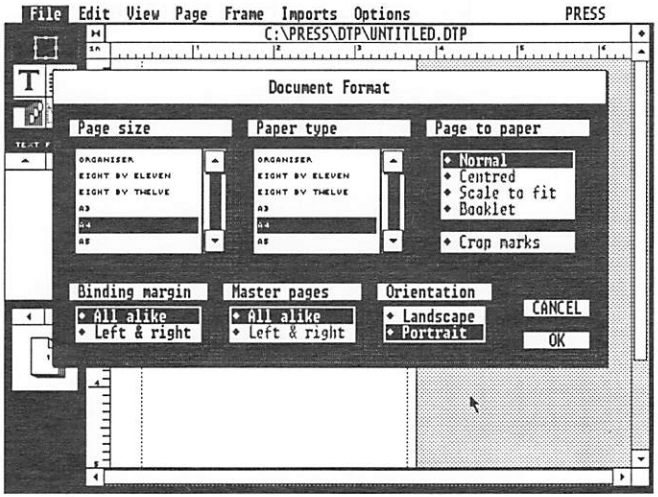
Let's start by setting up left and right master pages for your new document:

1. Start DESK*press*.

2. Click on **New** in the **File** menu to start a new document.

3. When the message to load a style sheet is displayed, click on **No** to display the **Document Format** form:

The Document Format form



4. On the **Document Format** form, select a **Left & right** binding margin and **Left & right** master pages. Check that the **Page size** and **Paper type** are both set to **A4** and that **Portrait** orientation is selected.

5. Click on **OK**.

An empty page is displayed for you to work on. In order to get an overview of what you are doing, click on **Full page** in the **View** menu.

Setting up the column guides

The next step in creating a new document is to set up the column guides on the master pages. Column guides help you to position the frames you draw for your text and pictures.

To set up your column guides:

1. Click on **Go to master page** in the **Page** menu to display the left master page.

2. As you will be setting up the right master page first, click on the right arrow on the page icon or press (PGDN) to go to the right master page. The folded down corner on the page icon indicates that the right master page is displayed.

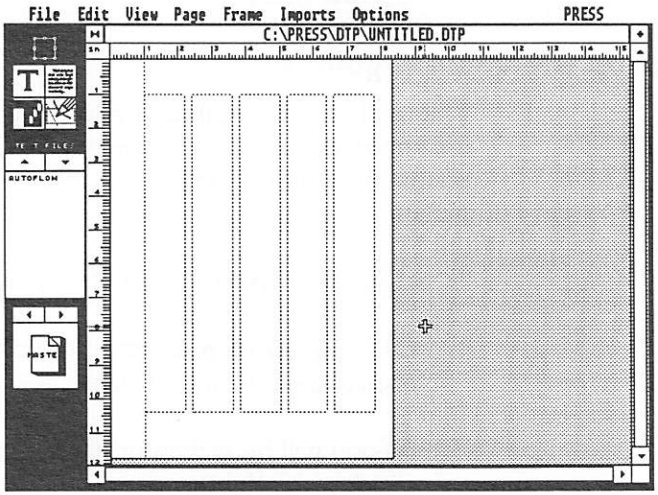
3. Click on **Column guides** in the **Page** menu.

4. When the **Column Guides** form is displayed, click on the left arrow to set the **Number of columns** to **5**.

5. Set a **Top margin** of 1.00 inch (2.54 cm.), a **Bottom margin** of 1.33 inches (3.39 cm.), a **Binding margin** of **1.00** inch (2.54 cm), an **Outer margin** of 0.50 inches (1.27 cm.) and a **Gap between columns** of **0.20** inch (0.51 cm), then click on **OK**.

6. Your screen should now look like this:

Setting up the column guides



Drawing your frames

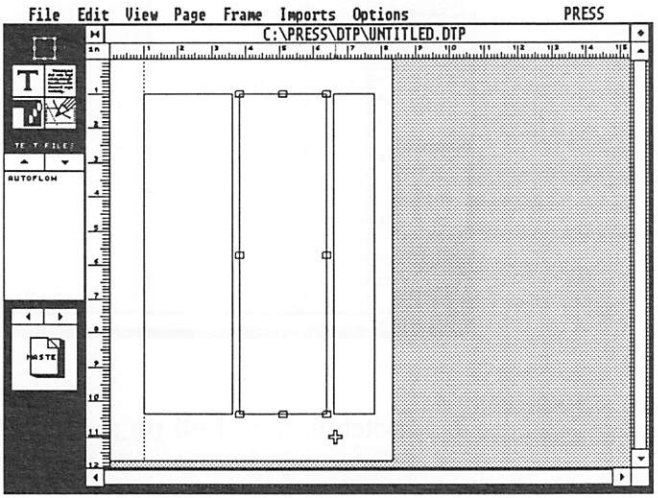
Any frames that you draw on the right master page are copied onto any right pages that are added to your document. Draw three frames on the master page, using the column guides to help you:

1. In Frame mode position the mouse pointer over the top left-hand corner of the column guide on the extreme left and draw a frame which is two columns wide, extending the full length of the column guides.

2. Position the mouse pointer over the top left-hand corner of the column guide on the extreme right and drag the mouse pointer to the right and downwards to draw a frame one column wide.

3. Draw the third frame to cover the remaining two columns. Your screen should now look like this:

Drawing your frames



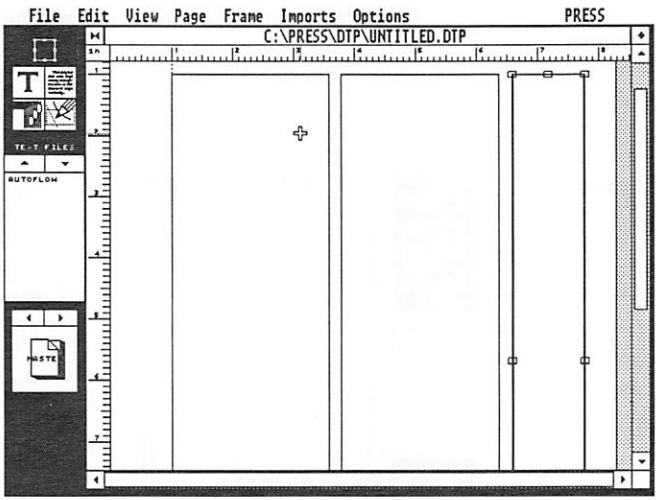
Adding a frame border

With the frames drawn, let's add some interest to the page by giving the narrow frame on the right a vertical left and right border:

1. Still in Frame mode, select the right-hand frame by clicking on it.

2. Click on **Frame border** in the **Frame** menu. When the form is displayed, click on **Left** and **Right**, select the second line thickness from the top of the list, and click on **OK**. The frame now has a vertical left and right border. To see the border, you may need to select **Three-quarter** size in the **View** menu:

Adding a frame border



3. Switch back to **Full page** view, then click the mouse pointer anywhere outside the frame to deselect it.

Setting frames for autoflow

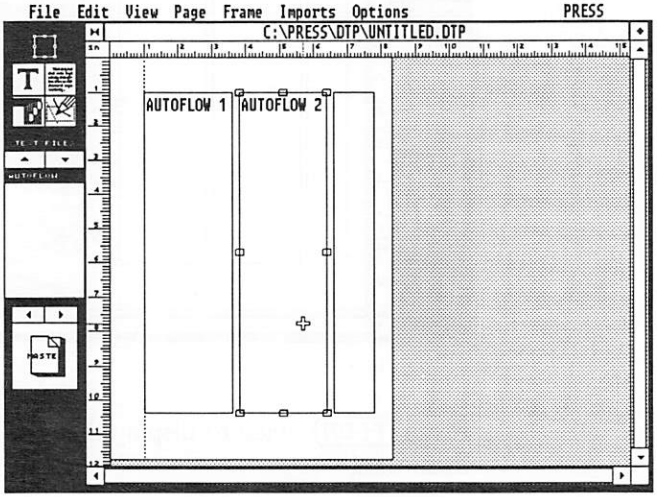
A powerful feature of DESK*press* is the ability to flow a text file into a document, automatically creating as many new pages and frames as are needed. In order to use this facility, you must first set up the frames on your master page for automatic text flowing (Autoflow). Let's do so before finishing with this master page:

1. In Frame mode, click on the left-hand frame on the master page to select it.

2. Click on **Autoflow** in the browser. The words **Autoflow 1** are displayed in the selected frame. (Clicking again on **Autoflow** turns off the setting.)

3. Repeat this process with the middle frame so that the words **Autoflow 2** are displayed in it:

Setting frames for autoflow



Setting up the left master page

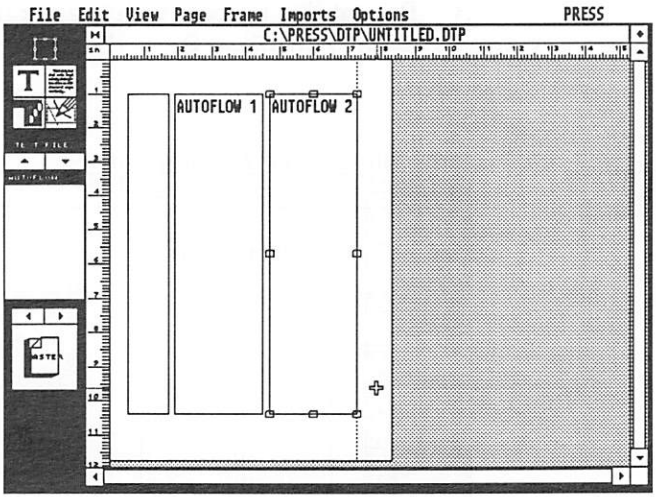
Click on the left arrow on the page icon or press (PGUP) to display the left master page. Set it up as a mirror image of the right master page:

1. Draw the narrow frame on the left of the page and give it a vertical left and right border.

2. Draw the other two frames, each two columns wide.

3. Set the middle frame for **Autoflow 1** and the right-hand frame for **Autoflow 2**. When you have finished, your left master page should look like this:

The left master page



Press (PGDN) twice to display the first page of your document.

Summary

An important part of creating a new document is setting up the master pages. Now that you have done so, you are ready to work with different elements of the document (text, pictures, graphics etc.).

Lesson 2: Working with text and pictures

In this lesson your document will begin to take shape, as you draw a frame for a headline, import text and a picture, and define a border for text runaround.

Inserting a headline

You should be looking at the first page of your document in **Full page** view, with Frame mode selected. Draw a frame for the headline at the top of the page, across the two larger frames.

Type in the headline as follows:

1. Switch to Text mode by clicking on its icon in the toolkit.

2. Click on **Actual size** in the **View** menu so that you can read the text you type.

3. Click in the headline frame to place the text cursor within it.

4. Type in these words:

   ```
   When Presentation Matters
   ```

The headline will be styled in the next lesson, so leave it as it is for now.

Using automatic text flow

Follow these steps to import your text using automatic text flow:

1. Switch back to Frame mode and select **Full page** in the **View** menu.

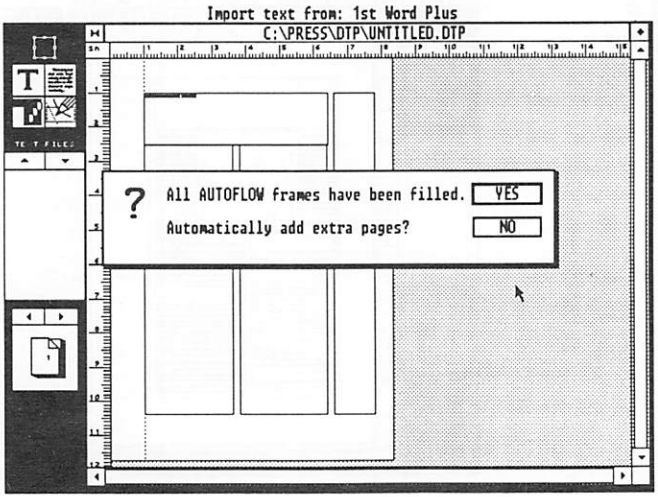
2. Click on the left-hand frame to select it.

3. Click on **Import text** in the **Imports** menu.

4. When the form appears, select **1st Word Plus** format, click on **Autoflow** Yes and **Markup** None, then click on **OK**. An Item Selector is displayed.

5. Click on ADVANCED.DOC (found in the TEXT folder) and click on **OK**. A message will appear, asking whether you wish to add extra pages:

Autoflow message



6. Click on **Yes**. The text flows into the frames set for **Autoflow**.

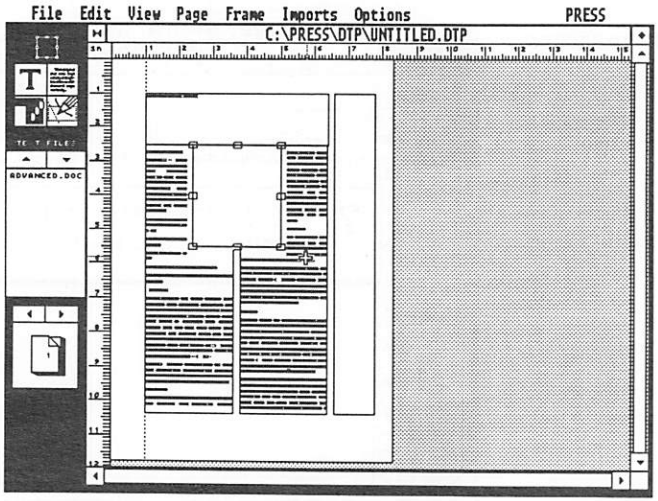
DESK*press* has created a new page and frames so that all of the text file is placed in your document. Click on the right arrow on the page icon or press (PGDN) to display the second page. You will notice that the middle frame on this page contains the rest of the text file. Click on the left arrow on the page icon or press (PGUP) to redisplay the first page before going any further.

Inserting a picture

Now let's bring a picture into your document:

1. In Frame mode, position the mouse pointer in the left frame containing text, near the top middle, and draw a narrow picture frame that extends to the middle of the right text frame:

Drawing a picture frame

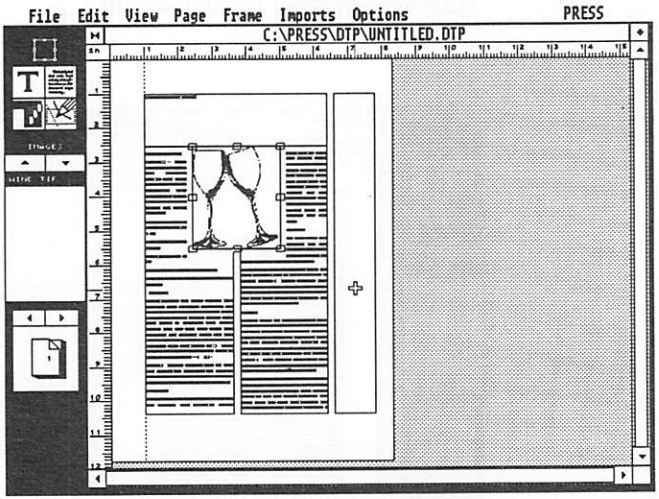


2. With the picture frame still selected, click on **Import picture** in the **Imports** menu, select **TIFF** format on the **Import Picture** form, then click on **OK**. An Item Selector will be displayed.

3. Select WINE.TIF (found in the PICTURES folder).

4. Click on **OK**. The picture name is displayed in the browser and the picture appears in the selected frame:

Importing a picture



NOTE You will notice that if an empty frame is selected before you import a picture or some text, the picture or text appears directly in the selected frame.

Scaling the picture

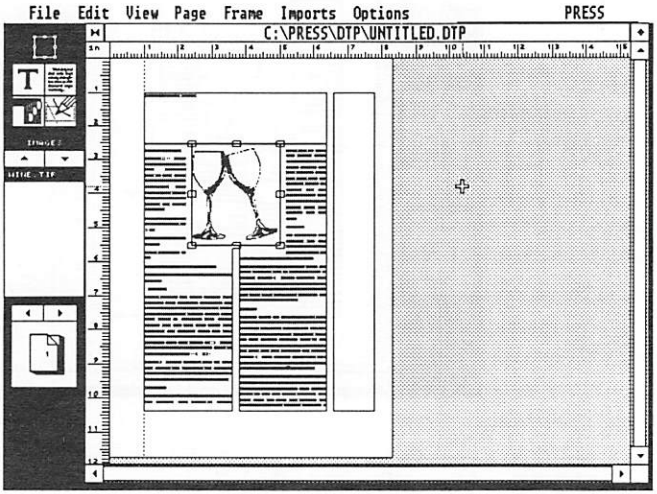
Before working on the picture, scale it to maintain its aspect ratio:

1. With the picture frame still selected, click on **Scale Picture** in the **Edit** menu.

2. When the form is displayed, select to **Preserve** the **Aspect ratio** and click on **OK**.

Your screen now looks like this:

Scaling the picture



Changing the frame border

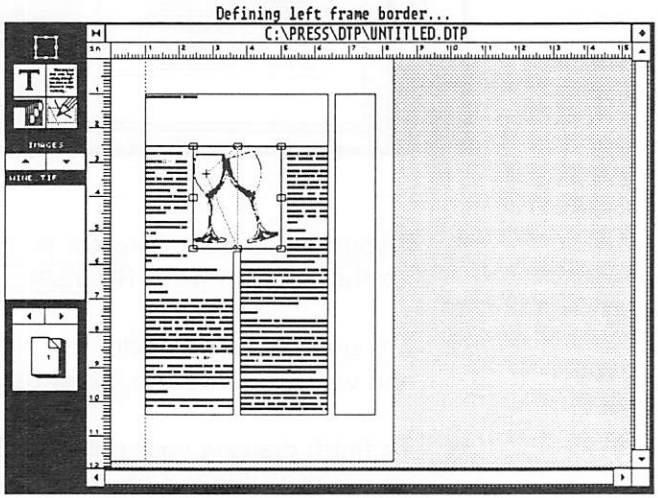
At the moment, the text is flowing down the left border of the picture, repelled by the rectangular outline of the picture frame. You can create interesting effects by changing the shape of the left and right border of the picture frame so that text is repelled by an irregularly shaped frame outline.

Let's change the shape of the picture frame borders:

1. With the picture frame still selected, click on **Repel text** in the **Frame** menu to display the **Repel Text** form.

2. To draw the *left* frame border, click on **Define border**. The **Repel Text** form is removed and the page is redisplayed:

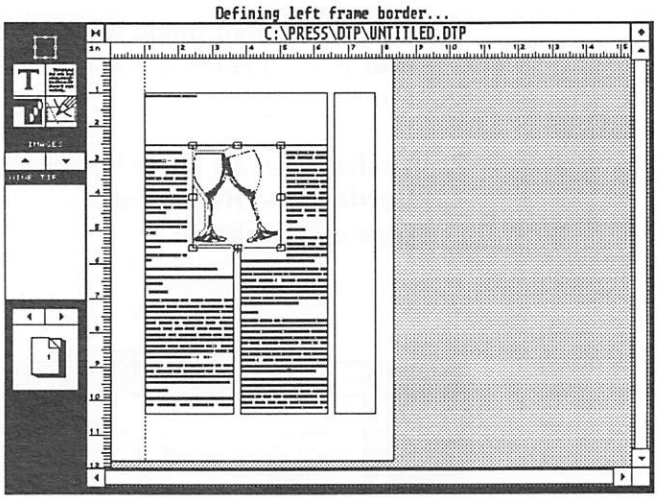
Defining a border



You can now draw a polyline which will become the new left border of the frame. Notice that the first and last points of the polyline are already set for you, in the top centre and bottom centre of the frame.

3. Click on each point of the polyline, loosely following the shape of the left wine glass. You can specify up to 31 points:

The new frame border



4. If you wish to delete the last point you have defined for the polyline, press (BACKSPACE).

5. If you are not happy with the polyline you are drawing and wish to start again, press (ESC).

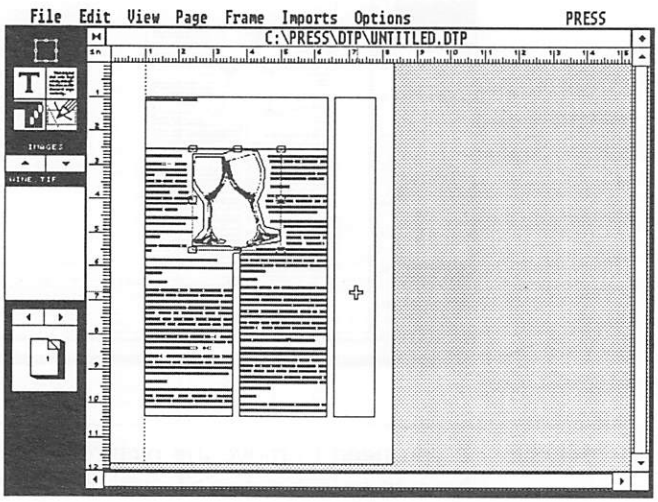
6. To finish drawing your polyline, double-click the mouse anywhere within the frame or the desktop. The **Repel Text** form is redisplayed.

If you are not happy with a frame border after you have drawn it, you can click on **Define border** on this form to draw it again. A message will be displayed, asking you to confirm that you wish to replace the existing border.

7. Now click on **Define border** in the **Right border** section of the form and draw a new *right* border, loosely following the shape of the right wine glass.

8. When you have finished defining the frame borders, click on **OK** on the **Repel Text** form. The text surrounding the picture is now repelled by the new borders:

Text repelled by the new borders

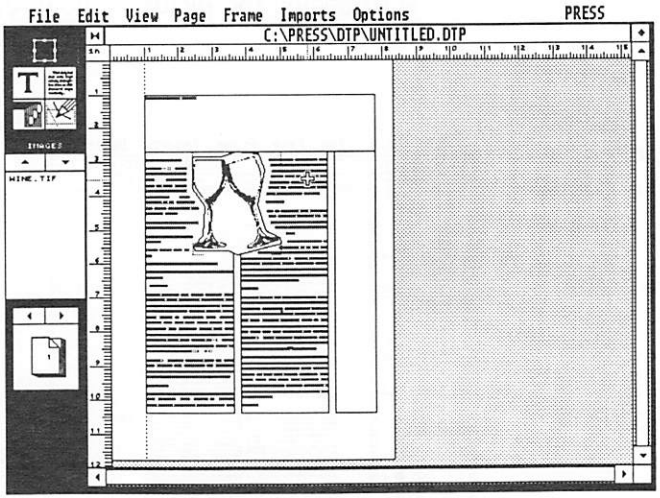


Locking a frame

Now that you have changed the shape of the left and right borders of the picture frame, it would be a good idea to lock the frame. Locking the picture frame lets you work with the text that runs to the edge of its new borders and ensures that you do not move the frame accidentally.

To lock the picture frame, make sure it is still selected, then click on **Lock** in the **Frame** menu. The outline of the locked frame is only displayed at its corners:

Locking a frame



NOTE If you need to move the picture frame later on, you will have to unlock it first. To unlock the picture frame, switch to Frame mode, then click on **Unlock all** in the **Frame** menu.

Summary

In this lesson you imported some text and a picture and changed the left border of the picture frame for text runaround. In the next lesson you'll be changing the style of your text.

Lesson 3: Styling your document

Styling your text is easy using DESK*press*'s Paragraph mode. In this lesson, you will be styling your text using the default paragraph styles, then changing these styles to suit your needs.

Tagging paragraphs

Follow these steps to tag the paragraphs of text in your document with the default paragraph styles:

1. Switch to Paragraph mode by clicking on its icon in the toolkit.

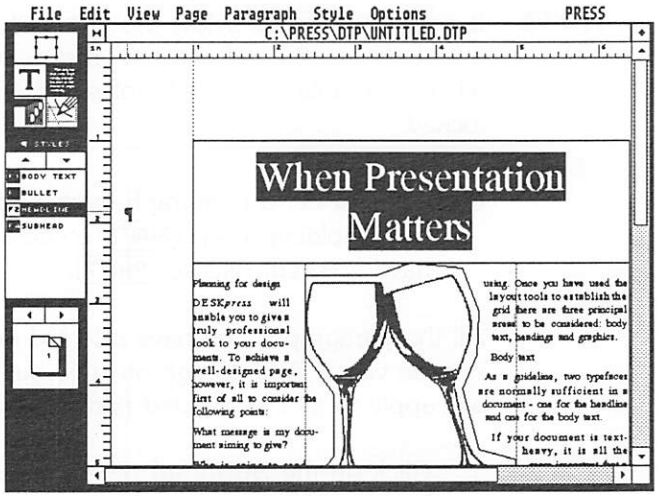
2. Click on **Actual size** view in the **View** menu.

3. Click on the headline that you typed in the previous lesson so that it is highlighted in reverse video.

4. Click on the **Headline** paragraph style name in the browser. The paragraph is tagged with the **Headline** paragraph style, taking on all the attributes of that style.

   After styling the headline text you may find that the text does not fully fit into its frame and the frame displays a dotted bottom edge. If this happens, switch to Frame mode, select the headline frame and drag on one of the lower handles to resize it, until all of the text appears in the frame once more. You may also need to select the picture frame and adjust its position. (Use **Unlock all** in the **Frame** menu to unlock it first.)

The headline


File Edit View Page Paragraph Style Options PRESS
C:\PRESS\DTP\UNTITLED.DTP
When Presentation Matters
Planning for design
DESKpress will enable you to give a truly professional look to your documents. To achieve a well-designed page, however, it is important first of all to consider the following points:
What message is my document aiming to give?
using. Once you have used the layout tools to establish the grid there are three principal areas to be considered: body text, headings and graphics.
Body text
As a guideline, two typefaces are normally sufficient in a document - one for the headline and one for the body text.
If your document is text-heavy, it is all the

5. Now style the subheads using the multi-paragraph styling facility. In Paragraph mode, click on 'Planning for design' to select it. Holding down (SHIFT), click on the following paragraphs in turn:

   - Consistency
   - Page layout
   - Body text
   - Headings

   You may have to scroll down the page to select all the paragraphs.

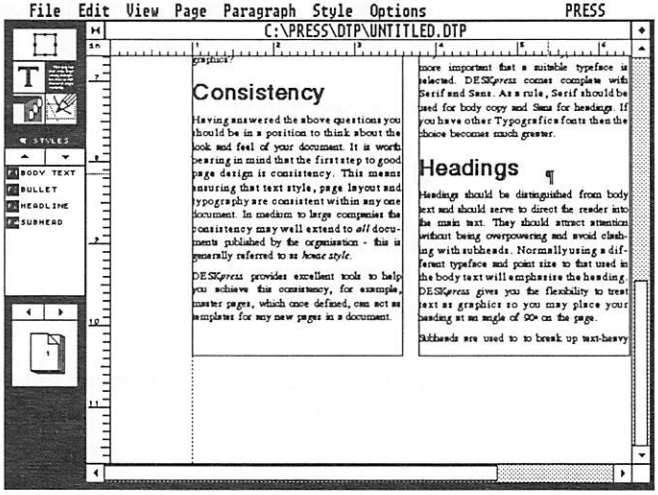
NOTE If any paragraph is below the picture frame, within the area between the old and new picture frame borders, you will not be able to select it unless the picture frame is locked.

6. If you select a paragraph by mistake, click on it again while holding down (SHIFT) to deselect it. When you have finished, release (SHIFT).

All the paragraphs you have selected are highlighted in reverse video. Any paragraph style that you now choose will apply to all the selected paragraphs.

7. Click on the **Subhead** paragraph style name in the browser. All the selected paragraphs are tagged with the **Subhead** paragraph style:

Tagging several paragraphs


File Edit View Page Paragraph Style Options PRESS
C:\PRESS\DTP\UNTITLED.DTP
STYLES
BODY TEXT
BULLET
HEADLINE
SUBHEAD
Consistency
Having answered the above questions you should be in a position to think about the look and feel of your document. It is worth bearing in mind that the first step to good page design is consistency. This means ensuring that text style, page layout and typography are consistent within any one document. In medium to large companies the consistency may well extend to all documents published by the organisation - this is generally referred to as house style.
DESKpress provides excellent tools to help you achieve this consistency, for example, master pages, which once defined, can act as templates for any new pages in a document.
Headings
Headings should be distinguished from body text and should serve to direct the reader into the main text. They should attract attention without being overpowering and avoid clashing with subheads. Normally using a different typeface and point size to that used in the body text will emphasise the heading.
DESKpress gives you the flexibility to treat text as graphics so you may place your heading at an angle of 90° on the page.
Subheads are used to to break up text-heavy

8. In the same way, style some of the short questions in the first section with the **Bullet** paragraph style, i.e. (SHIFT)-click on the question paragraphs to select them as a group, then click on the **Bullet** paragraph style name in the browser.

9. Click on the right arrow of the page icon or press (PGDN) to display the second page.

10. Click on 'Graphics' to select it, hold down (SHIFT), then click on 'Conclusion'.

11. Click on the **Subhead** paragraph style name in the browser to style these paragraphs as subheads.

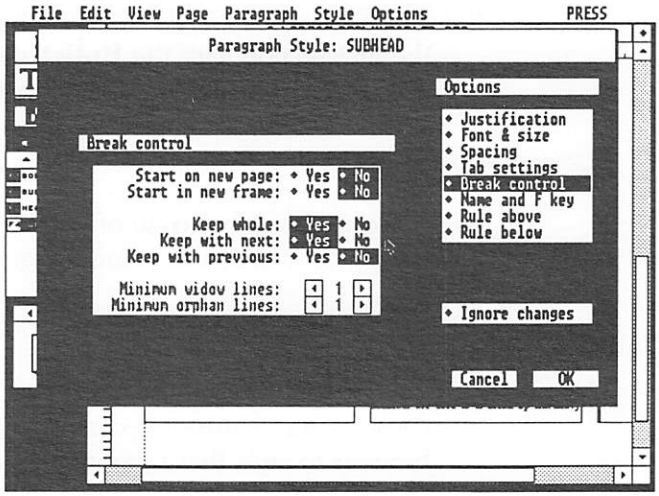
You may find that a dotted line appears at the foot of the frame. If this happens, flow the text into the frame on its right by selecting it in Frame mode and clicking on the name of the text file in the browser.

12. Click on the left arrow on the page icon or press (PGUP) to redisplay the first page.

Controlling paragraph breaks

DESK*press* lets you set a paragraph style so that text tagged with that paragraph style is always kept with the paragraph above or below it. In Paragraph mode, double-click on a paragraph tagged as **Subhead** and select **Break control** on the **Paragraph Options** form. The **Break Control** form is displayed:

Break control settings



Notice that **Keep with next** Yes is already selected for you. This setting ensures that all paragraphs styled with the **Subhead** paragraph style are kept with the text directly below them.

The **Keep with previous** setting does the opposite: paragraphs with this setting selected are never separated from the text directly above them. Click on **Cancel** to remove the form.

In addition to these settings, you can control whether a paragraph of text is broken across frames (or pages). Looking at your text, you may see instances where a paragraph of body text is broken across a frame or page.

Let's use DESK*press* to change the break control of **Body text** so that paragraphs of body text are always kept whole.

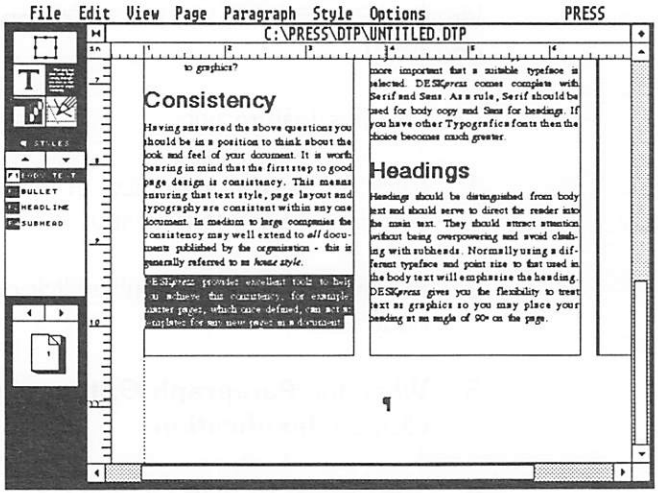
Change the break control setting for **Body text** as follows:

1. Double-click on a paragraph styled as **Body text** or on the paragraph style name in the browser.

2. The **Paragraph Options** form is displayed, with **Break control** selected.

3. Select **Keep whole** Yes and click on **OK**. Your screen now looks like this:

Controlling paragraph breaks


File Edit View Page Paragraph Style Options PRESS
C:\PRESS\DTP\UNTITLED.DTP
STYLES
BODY TEXT
BULLET
HEADLINE
SUBHEAD
to graphics?
Consistency
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DESKpress provides excellent tools to help you achieve this consistency, for example master pages, which once defined, can act as templates for any new pages in a document.
more important that a suitable typeface is selected. DESKpress comes complete with Serif and Sans. As a rule, Serif should be used for body copy and Sans for headings. If you have other Typografica fonts then the choice becomes much greater.
Headings
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Changing the justification format

You will notice that the lines of body text in adjacent columns do not start at the same distance down the page. DESK*press* lets you ensure that they do start at the same distance down the page, for a visually pleasing effect. A paragraph style can be set so that the baselines of text styled with this paragraph style snap to an invisible grid. (The baseline is an imaginary line connecting the bottoms of the capital letters.) This grid starts at the top of the column guides, with each "rung" on the grid corresponding to the leading of the paragraph style. If a feature forces the text off the grid, (e.g. part of the paragraph is styled in a larger point size) the text will snap downwards to the next grid point.

Let's try this feature out:

1. Click on **Actual size** view in the **View** menu so that you can see the text clearly.

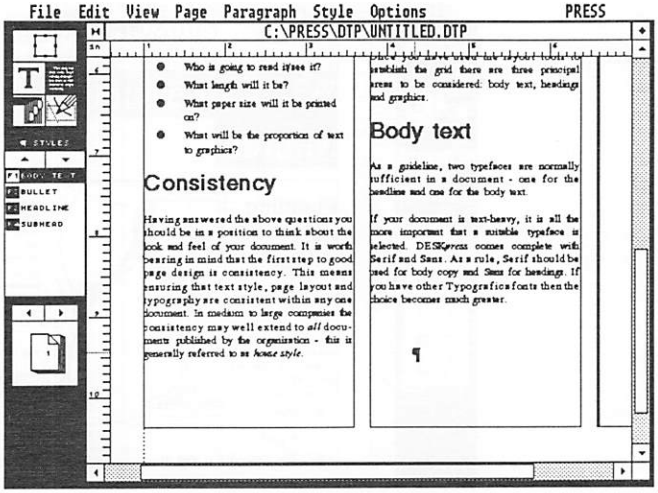
2. In Paragraph mode, double-click on a paragraph of body text.

3. When the **Paragraph Options** form is displayed, click on **Justification**.

4. Turn **Snap to grid** On and click on **OK**.

Your text should look like this:

The use of snap to grid


File Edit View Page Paragraph Style Options PRESS
C:\PRESS\DTP\UNTITLED.DTP
STYLES
BODY TEXT
BULLET
HEADLINE
SUBHEAD
Who is going to read it/see it?
What length will it be?
What paper size will it be printed on?
What will be the proportion of text to graphics?
Consistency
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establish the grid there are three principal areas to be considered: body text, headings and graphics.
Body text
As a guideline, two typefaces are normally sufficient in a document - one for the headline and one for the body text.
If your document is text-heavy, it is all the more important that a suitable typeface is selected. DESKpress comes complete with Serif and Sans. As a rule, Serif should be used for body copy and Sans for headings. If you have other Typografica fonts then the choice becomes much greater.
¶

Now let's change the format of your body text and headline from **Justified** to **Flushed left**, and turn hyphenation off for body text:

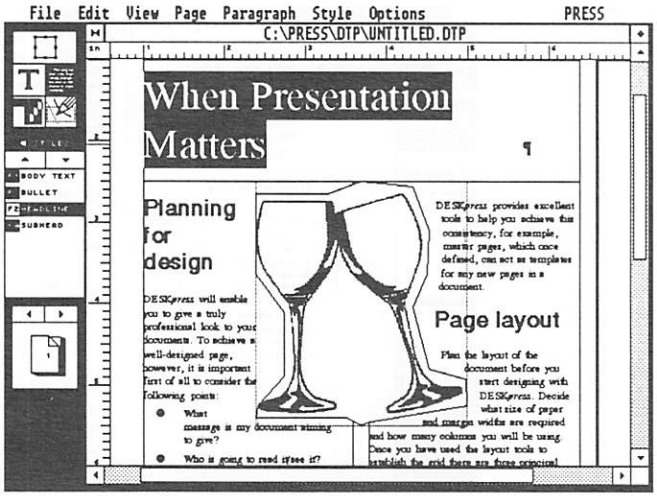
1. In Paragraph mode, double-click on a paragraph of body text. The **Paragraph Options** form is displayed. As the last option you used on this form was **Justification**, that option remains selected.

2. Select **Flushed left**, turn **Hyphenation** Off, then click on **OK**.

3. Double-click on the headline paragraph. When the **Paragraph Options** form is displayed, select **Flushed left** and click on **OK**.

Your text should look like this:

Changing justification format



Adding a ruling line

Ruling lines are useful for separating a portion of text from others on the same page. If you wish all the paragraphs tagged with a particular paragraph style to have a ruling line, you can give those paragraphs a line as part of the paragraph style. Let's distinguish the headline of your document by giving it a line drawn below the text.

To give your headline a ruling line:

1. Double-click on the headline paragraph. The **Paragraph Options** form appears.

2. Click on the **Rule below** option.

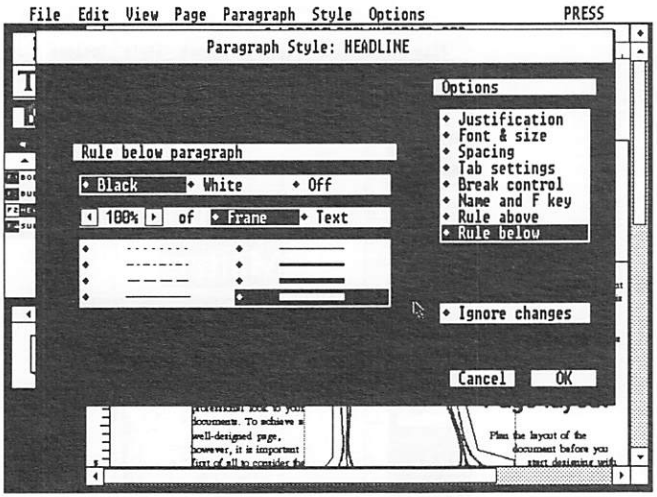
3. On the form, click on **Black** so that the ruling line is black.

4. Choose the thickest rule by clicking on it.

   The length of a ruling line is set as a percentage of the width of the text or the width of the frame containing it, in multiples of 10%.

5. Click on the right arrow next to the percentage box to increase the length to 100% of **Frame**, so that the rule spans the width of the headline frame:

Adding a ruling line



6. Click on **OK** to apply these settings to the headline.

Changing paragraph spacing

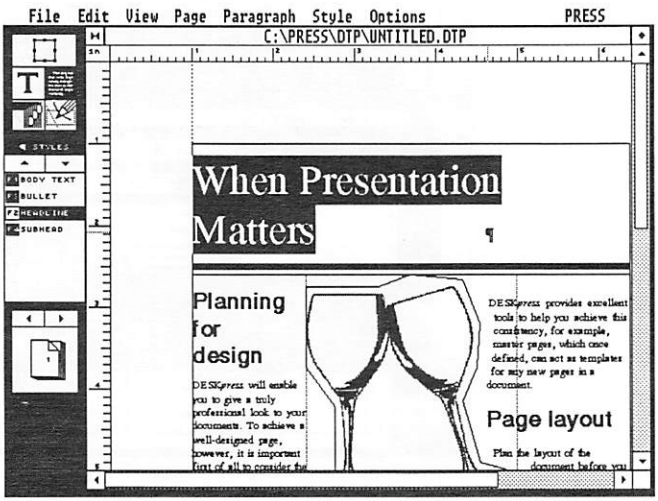
The rule below the headline looks too close to the headline text. As the position of the rule is determined by the space below the text, let's change the spacing of the headline:

1. In Paragraph mode, double-click on the headline paragraph.

2. When the **Paragraph Options** form is displayed, click on **Spacing**.

3. Set the **Space below** to **0.20** inches (0.51 cm) and click on **OK**. Your headline should look like this:

Changing paragraph spacing



NOTE You may have to enlarge your headline frame in Frame mode to see the ruling line. If you do this, adjust the position of the picture.

Saving your document and style sheet

At this stage it would be a good idea to save your document if you have not already done so. Click on **Save as** in the **File** menu. When the Item Selector is displayed, click on the DTP folder to open it and type a name for the document, e.g. `TUTORIAL.DTP`. Click on **OK**.

Your document is saved with its style sheet, i.e. its master pages and paragraph styles. However, if you wish to use this style sheet in a different document, you need to save the style sheet as a separate file.

Follow these steps to save your style sheet:

1. Click on **Save style sheet** in the **File** menu.

2. When the Item Selector is displayed, type a name for the style sheet, with the extension **.STY**, e.g. `TUTORIAL.STY` and click on **OK**.

Summary

In this lesson you styled your text, changed some of the paragraph styles and added a ruling line below the headline. You also saved the style sheet separately for future use. In the next lesson, you will add some finishing touches to the document before printing it.

Lessson 4: Adding the finishing touches

In this lesson you'll be adding some finishing touches to your document, and getting a preview of the printed page before printing it out.

Adding graphics to the picture

Let's make the picture look more complete by using Graphics mode to put some wine in the glasses:

1. In **Actual size** view, scroll the document if necessary so that you can see the picture clearly.

2. If your picture is still locked, switch back to Frame mode and click on **Unlock all** in the **Frame** menu to unlock it.

3. Switch to Graphics mode. The browser is replaced by a panel of graphics tools.

4. Click in the picture frame so that the graphics grid is displayed in it.

5. Select the ellipse tool in the browser. The mouse pointer changes to a crosshair when you move it into the work area.

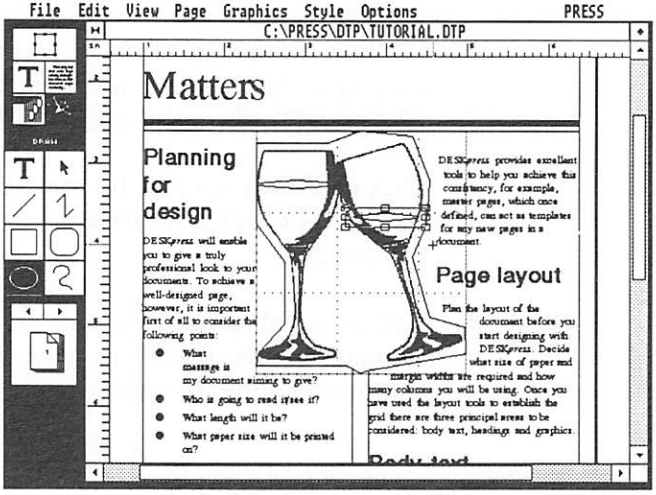
6. Position the crosshair in one of the glasses and drag to the right and down to draw a narrow ellipse.

7. With the ellipse still selected, click on **Fill style** in the **Graphics** menu, set **Visibility** to **Clear**, then click on **OK**.

8. Draw a narrow ellipse within the other glass.

Your picture now looks like this:

Adding graphics to the picture



Inserting graphics text

Let's try out another graphics tool by adding graphics text to the second page of your document, so that the text runs vertically up the left-hand frame.

Follow these steps:

1. Press (PGDN) or click on the right arrow on the page icon to display the second page of your document.

2. Scroll the page so that the bottom of the narrow left-hand frame is visible.

3. In Graphics mode, select the graphics text tool (the capital 'T').

4. Click the crosshair in the bottom of the frame.

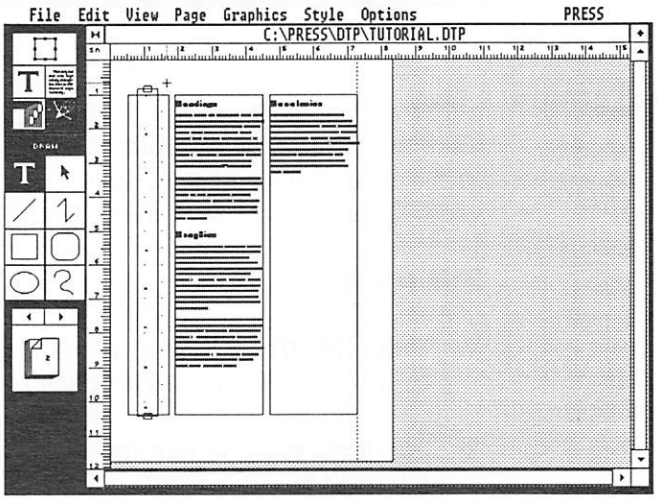
5. When the form appears, type `DESKpress`.

6. Click on the up arrow so that the text is displayed starting at the lower left-hand corner of the frame, running upwards to the upper left-hand corner.

7. Click on **Allow text to be stretched** Yes and click on **OK**. The text is displayed within the frame with two handles.

8. Switch to **Full page** view and stretch the text by dragging on the upper handle of the graphics text object, until it fills the frame:

Inserting graphics text



You can move or resize the graphics text if you are not happy with its size or position by dragging it or its handles.

NOTE If you wish to change graphics *text* after it has been typed in, select the object in Graphics mode and click on **Edit text** in the **Graphics** menu.

Styling graphics text

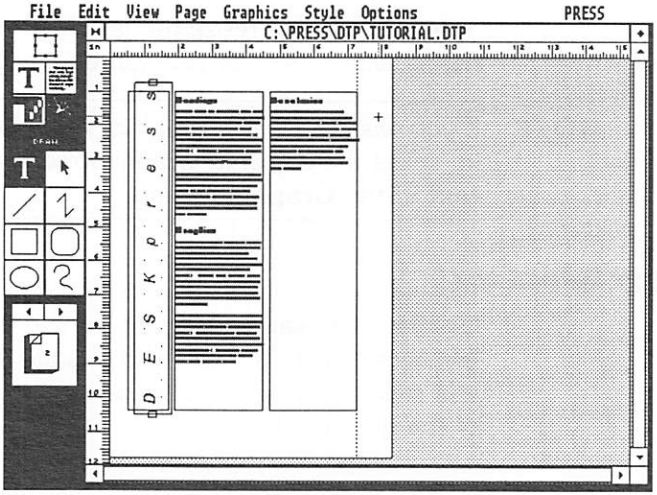
Graphics text can be cut, copied and pasted like any other graphics object. You can also change the font, point size and style of the text. Let's change the font, size and style of the graphics text:

1. With the graphics text still selected, click on **Font & size** in the **Style** menu, choose 36 point Sans/Helvetica, then click on **OK**.

2. Click on **Italic** in the **Style** menu.

Your picture should look like this:

Changing the font and style of graphics text

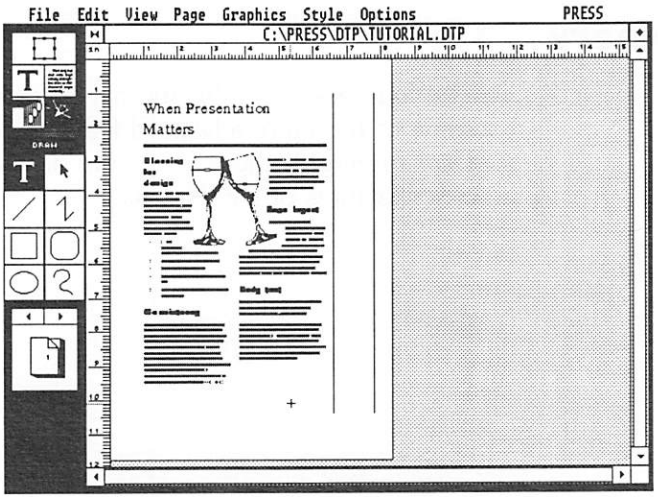


3. Press (PGUP) to redisplay the first page of the document.

Getting a preview of the printed page

At the moment, it may be a little difficult to visualise what the page will look like when printed, particularly with all the frame outlines displayed on the screen. For a clearer idea of what the printed page will look like, click on **Show frames & columns** in the **View** menu. This command acts as a toggle, so clicking on it hides the frame and column outlines:

Hiding frames and columns



Summary

In this lesson you used Graphics mode to add some finishing touches to the document and hid the frames and columns to get a preview of the printed page.

Wrap it up

You have now come to the end of the second tutorial. Let's finish this lesson by saving and printing the document you have created. Click on **Save** in the **File** menu to save the document with the same name as the one you gave it in Lesson 3. Click on **OK** when a message is displayed, asking whether you wish to overwrite the existing document. Next, click on **Print** in the **File** menu. When the **Print** form is displayed, click on **OK**.

Summary

The four lessons in this tutorial provide an overview of some of the more advanced features of DESK*press*. The *User manual* is there for you to discover more about the other features of DESK*press*.

4

DESKPRESS STYLE SHEETS

4: DESK*press* style sheets

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Style sheets

This chapter is a brief guide to the library of style sheets provided with DESK*press*. Further information on the use of style sheets and paragraph styles is found in the *DESKpress User manual*, in the chapter entitled *Giving your document a style*.

What is a style sheet?

Every DESK*press* document (**.DTP** file) you create is formatted with a style sheet. The style sheet is a **.STY** file containing the master page(s) and a set of paragraph styles. If you think of the document as a tree, the style sheet is the bare branches and the text and graphics represent the leaves. DESK*press* comes supplied with a 'library' of style sheets for you to use when creating new documents, ranging from a wine list to a formal company report. We've used the **Magazine** style sheet to briefly illustrate how the paragraph tags are made up.

How to use an existing style sheet

When you start a new document by selecting **New** in the **File** menu, you can either use the default style sheet supplied or load an existing style sheet. Click on **Yes** to load one of the sample style sheets provided. When you have made your changes, click on **Save style sheet** in the **File** menu to give it a new name.

NOTE You can save the name of the style sheet that is loaded when you first start DESK*press* by using **Set Defaults** in the **Options** menu.

Creating a new style sheet

You may find it easier to create your own version of one of the supplied style sheets by loading its associated DTP file, so that you can see the effect of any changes you make on the text and graphics files within it. (The associated DTP file has the same name as the style sheet, but with the extension **.DTP**.) Once you have made your changes, click on **Save style sheet** in the **File** menu to save your new style sheet to disk.

Paper sizes

The following list may help you work out which page and paper sizes to use for your style sheet:

A3	297 x 420 mm
A4	210 x 297 mm
A5	148 x 210 mm
Organiser	3.75 x 6.5 in
Fanfold	8.5 x 11 in

Design tips

1. Make sure that you assign function keys to your most frequently-used paragraph tag names.

2. Put your 'basic' or most frequently-used frames or graphics on the master page(s).

3. Don't be afraid to experiment with deleting, creating settings for, and renaming the paragraph tags in your style sheet, but if you don't want to ruin the original, give the experiment a different name by using **Save style sheet** in the **File** menu.

Recommended reading

General

B. Grout et al. (1986) *Desktop publishing from A to Z.* McGraw-Hill

Kathy Lang (1987) *The writer's guide to desktop publishing.* Academic

K. Wilson-Davies (1987) *Desktop publishing.* Blueprint

DTP design

J. Miles (1987) *Design for desktop publishing.* Gordon Fraser

Jan V. White (1988) *Graphic design for the electronic age.* Watson-Guptill

Tom Lichty (1989) *Design principles for desktop publishers.* Scott, Foresman

Page layout

A. Hurlburt (1977) *Layout: the design of the printed page.* Watson-Guptill

A. Swann (1989) *Layout source book.* Phaidon

Text and typefaces

J.C. King & T. Esposito (1980) *The designer's guide to text type.* Van Nostrand Reinhold

Alex Brown (1989) *In print: text and type.* Watson-Guptill

The Magazine page

This is a description of the paragraph tags used on the **Magazine** page on the right.

Headline Used for the title of a major text file. 36 point Times (Serif) roman on 34 point leading.

Subhead For titles of minor text files, or to break up a long text file. The **Space above** is 1 pica to set this style off from the rest of the text.

Liftquote Another way of breaking up a long article is to 'lift' an extract and place it in a contrasting style which will catch the reader's eye. This style uses 14 point Helvetica (Sans) bold to contrast with the Times font used almost everywhere else.

Body text The main style used in the story about Meadow Vintners. It is in 10 point Times roman on 11 point leading, with **Snap to grid** turned on so that lines of text in adjacent columns line up. The style is ragged, suitable for narrow columns where justified text can cause large gaps between the words.

Caption A centred style with the same point size as **Body text**, used here for picture captions.

Reversed An alternative heading style, with the same font and size as **Subhead**, but in White – use this style in a tinted frame!

R/L foot A 14 point Times roman page number set in 8 picas from the edge of the page.

Magazine page

Headline

Subhead

Liftquote

Body text

Caption

Reversed

R/L Foot

BUSINESS PROFILE

MEADOW VINTNERS of ST IVES

Meadow Vintners may not be a familiar name to us, but it is the company behind 'The WineBottle' in St Ives High Street. The company is celebrating its fifth anniversary this month.

George Mullard, the owner and Managing Director of Meadow Vintners, previously spent four years managing a vineyard in the Loire, which is where he met his wife Michelle.

"We wanted to be able to select the finest wines and make them available back in England," explained George.

They started by specialising in French wines, but have since expanded to cover the full range of quality European wines, and are now branching out to include new-world wines from Australia, New Zealand and California.

Their warehousing operation involves careful temperature control for the thousands of cases typically in stock at any one time - much of which is allowed to age for a couple of years before sale.

The WineBottle

The retail division of Meadow Vintners, The WineBottle, was opened two years ago. Peter Heller, Manager of The WineBottle, explained that "they are a wine specialist - not an off-licence - supplying quality wines by the case to customers throughout the Eastern counties."

"...the full range of quality European wines..."

All of the wines imported by Meadow Vintners are available through The WineBottle, and they can provide advice on any topic,

"a wine specialist - not an off-licence"

from the correct temperature to serve any wine, to help in planning and laying down a cellar.

Members of the Club receive a quarterly newsletter with details of new wines, special offers, and wine-tasting events.

The WineGlass

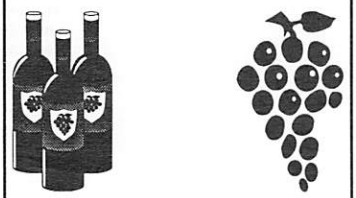
The Mullards' latest venture is 'The WineGlass', a wine bar run by George's wife Michelle. Situated on the Quayside, the wine bar has an inviting informal atmosphere. The food is excellent, and inexpensive, and should appeal to the business lunch-time trade as well as tourists passing in their river boats.

(photo of George)

George Mullard, Managing Director of Meadow Vintners.

STOP PRESS

WineBottle advert

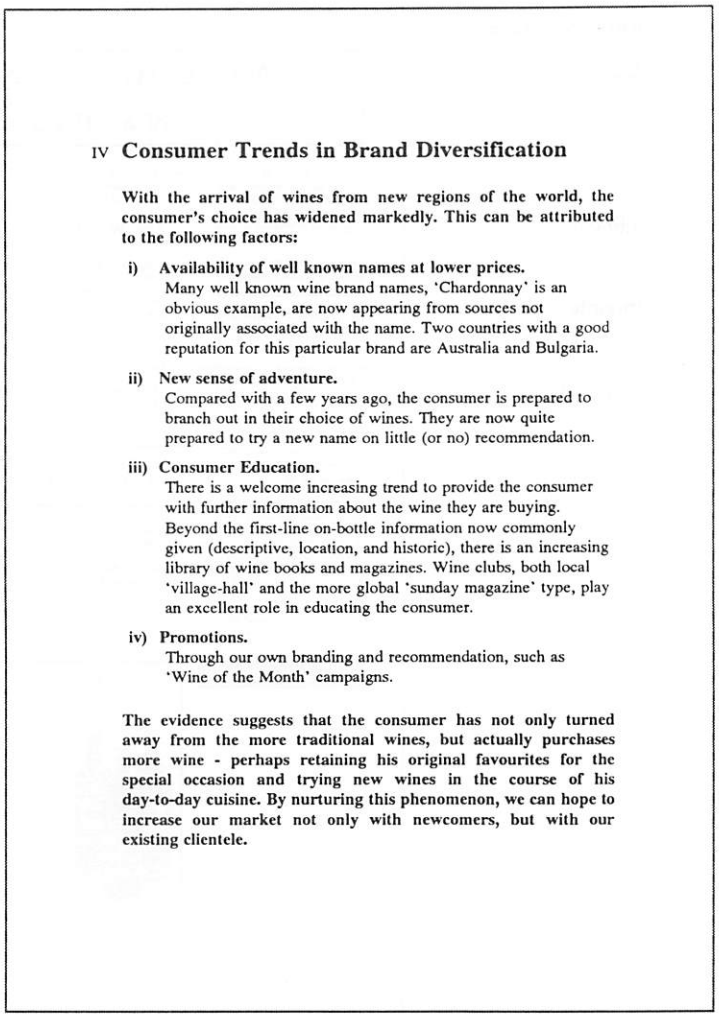


1

MAGAZINE.STY

A4: 210 x 297 mm

Report



IV **Consumer Trends in Brand Diversification**

With the arrival of wines from new regions of the world, the consumer's choice has widened markedly. This can be attributed to the following factors:

i) **Availability of well known names at lower prices.**
Many well known wine brand names, 'Chardonnay' is an obvious example, are now appearing from sources not originally associated with the name. Two countries with a good reputation for this particular brand are Australia and Bulgaria.

ii) **New sense of adventure.**
Compared with a few years ago, the consumer is prepared to branch out in their choice of wines. They are now quite prepared to try a new name on little (or no) recommendation.

iii) **Consumer Education.**
There is a welcome increasing trend to provide the consumer with further information about the wine they are buying. Beyond the first-line on-bottle information now commonly given (descriptive, location, and historic), there is an increasing library of wine books and magazines. Wine clubs, both local 'village-hall' and the more global 'sunday magazine' type, play an excellent role in educating the consumer.

iv) **Promotions.**
Through our own branding and recommendation, such as 'Wine of the Month' campaigns.

The evidence suggests that the consumer has not only turned away from the more traditional wines, but actually purchases more wine - perhaps retaining his original favourites for the special occasion and trying new wines in the course of his day-to-day cuisine. By nurturing this phenomenon, we can hope to increase our market not only with newcomers, but with our existing clientele.

REPORT.STY

A5: 148 x 210 mm

Presentation slide

Meadow Vintners: the consumer's choice...

Factors that contribute to widening the consumer's choice, with the arrival of wines from new regions of the world.

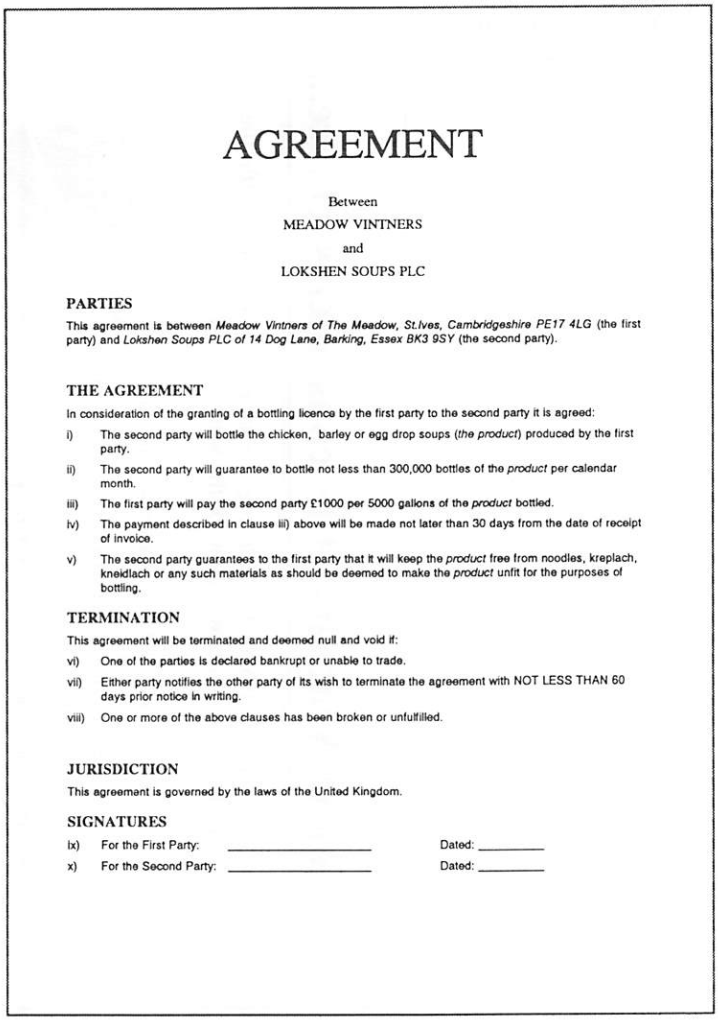
- Availability of well known names at lower prices.
- New sense of adventure: customer is prepared to try new brands.
- Consumer education: on-label descriptions, location maps and historical information.
- Promotions: for example 'Wine of the Month'.

Market size can be increased by heightening the consumer's interest through education and diversity of choice.

PR_SLIDE.STY

A4: 210 x 297 mm

Legal contract



AGREEMENT

Between
MEADOW VINTNERS
and
LOKSHEN SOUPS PLC

PARTIES

This agreement is between *Meadow Vintners of The Meadow, St.Ives, Cambridgeshire PE17 4LG* (the first party) and *Lokshen Soups PLC of 14 Dog Lane, Barking, Essex BK3 9SY* (the second party).

THE AGREEMENT

In consideration of the granting of a bottling licence by the first party to the second party it is agreed:

i) The second party will bottle the chicken, barley or egg drop soups (*the product*) produced by the first party.

ii) The second party will guarantee to bottle not less than 300,000 bottles of the *product* per calendar month.

iii) The first party will pay the second party £1000 per 5000 gallons of the *product* bottled.

iv) The payment described in clause iii) above will be made not later than 30 days from the date of receipt of invoice.

v) The second party guarantees to the first party that it will keep the *product* free from noodles, kreplach, kneidlach or any such materials as should be deemed to make the *product* unfit for the purposes of bottling.

TERMINATION

This agreement will be terminated and deemed null and void if:

vi) One of the parties is declared bankrupt or unable to trade.

vii) Either party notifies the other party of its wish to terminate the agreement with NOT LESS THAN 60 days prior notice in writing.

viii) One or more of the above clauses has been broken or unfulfilled.

JURISDICTION

This agreement is governed by the laws of the United Kingdom.

SIGNATURES

ix) For the First Party: _____ Dated: _____

x) For the Second Party: _____ Dated: _____

LEGAL.STY

A4: 210 x 297 mm

Order form

Meadow Vintners

Purveyors of Fine Wines – Established 1985

Order Form

Invoice Address :

Company : .....
Address : .....
.....
.....
.....
Postcode .....

Delivery Address :
(If same as invoice address leave blank)

Company : .....
Address : .....
.....
.....
.....
Postcode .....

Reference Number	Description	Quantity	Unit Price	Total
12609456	'Summer Whites' Promotion case	12	£45.80	£549.60
49874352	Peru Red case	5	£202.68	£1013.40
23459656	New World White case	3	£41.40	£124.20

Sub Total :	
VAT :	
Total :	

ORDERFRM.STY

A4: 210 x 297 mm

Job advertisement

Experienced Field Sales Person

Excellent package inc GTi car

Meadow Vintners has an enviable reputation for its range of wines which it sells to restaurants & free houses.

We seek an experienced sales person to manage our major accounts. Direct experience in the wine trade is not necessary but an active interest as a consumer is essential.

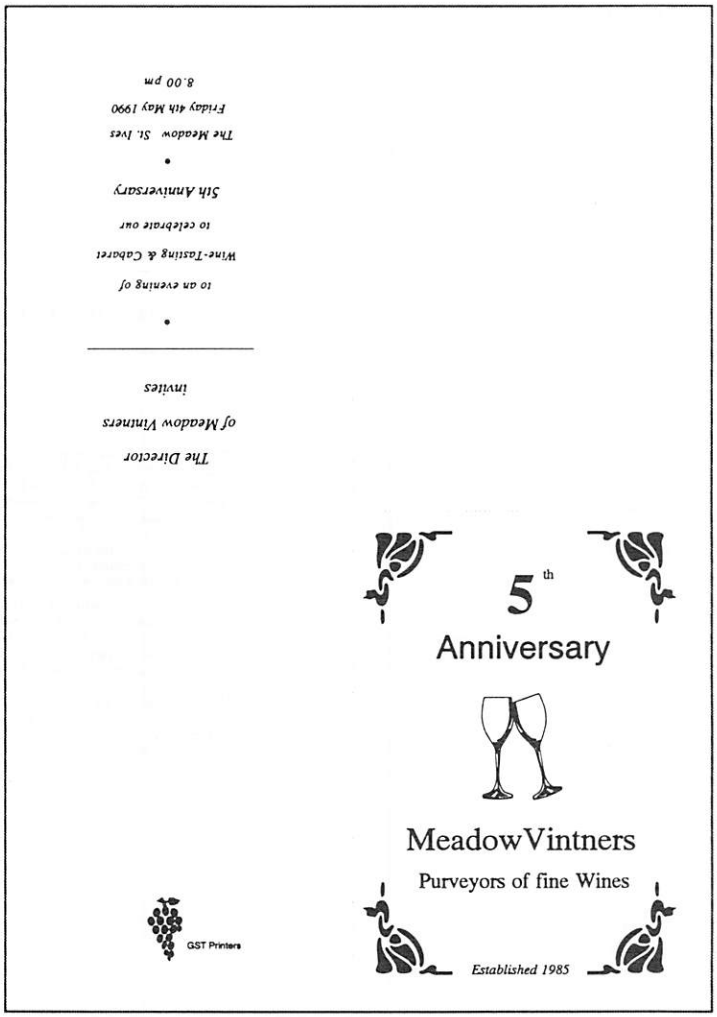
If you want the opportunity to study for professional qualifications in the wine trade and use your selling skills to top quality accounts in a dynamic young company which offers the opportunity of promotion to management level, then please apply in writing with cv to:-

Deborah Jones
Secretary to MD
Meadow Vintners
The Meadow
St Ives
Cambs PE17 4LG
Tel 0480 496789

ADVERT.STY

Organiser: 3.75 x 6.5"

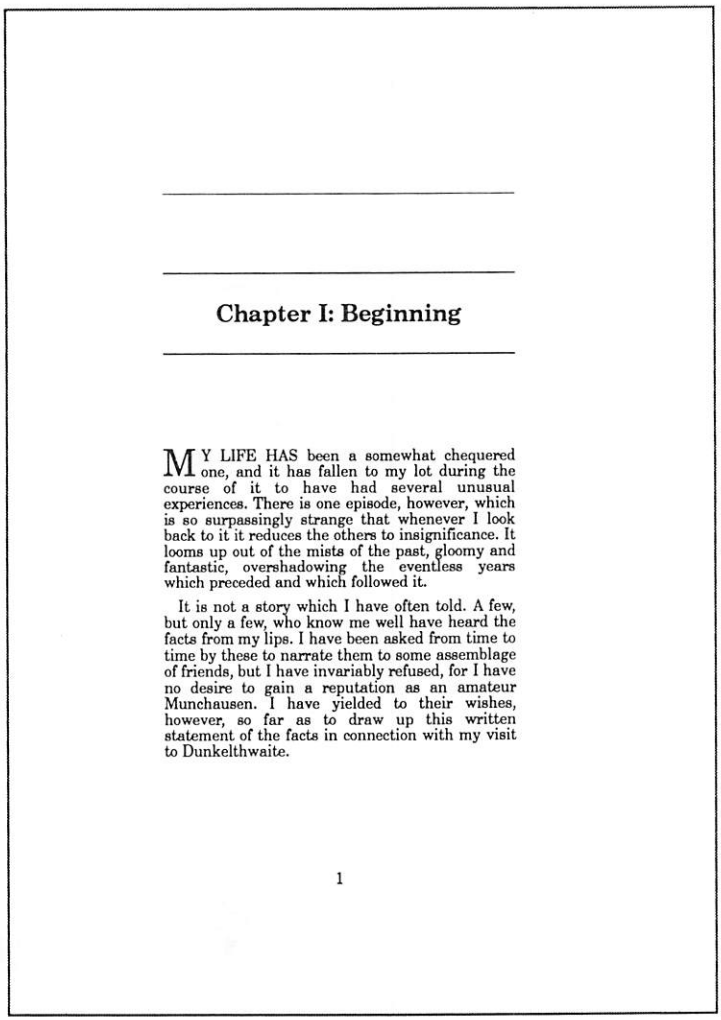
Invitation



INVITE.STY

A4: 210 x 297 mm

Book



Chapter I: Beginning

MY LIFE HAS been a somewhat chequered one, and it has fallen to my lot during the course of it to have had several unusual experiences. There is one episode, however, which is so surpassingly strange that whenever I look back to it it reduces the others to insignificance. It looms up out of the mists of the past, gloomy and fantastic, overshadowing the eventless years which preceded and which followed it.

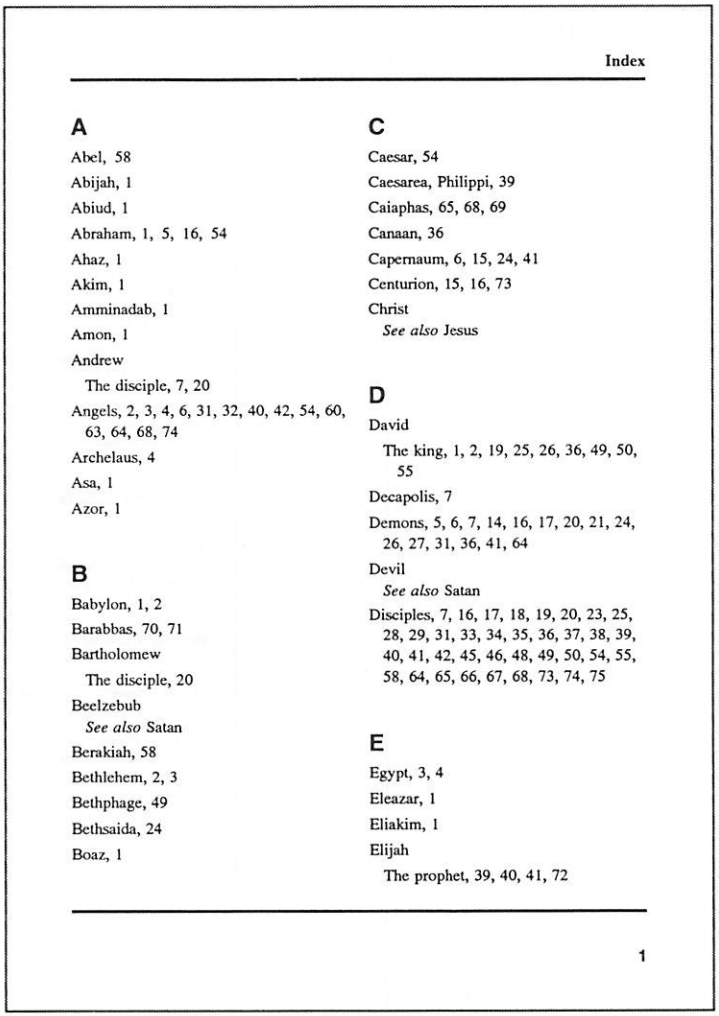
It is not a story which I have often told. A few, but only a few, who know me well have heard the facts from my lips. I have been asked from time to time by these to narrate them to some assemblage of friends, but I have invariably refused, for I have no desire to gain a reputation as an amateur Munchausen. I have yielded to their wishes, however, so far as to draw up this written statement of the facts in connection with my visit to Dunkelthwaite.

1

BOOK.STY

Letter: 8.5 x 5.5"

Index



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1

INDEX.STY

A4: 210 x 297 mm. The paragraph styles in this style sheet have been set up to use tabs.

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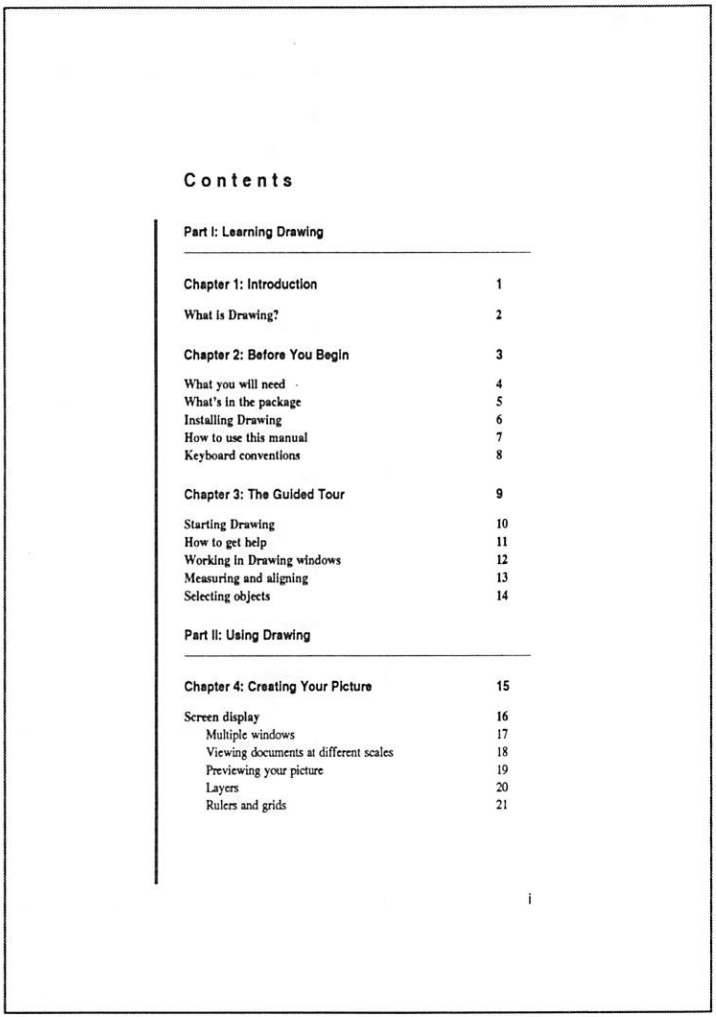

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i

CONTENTS.STY

Letter: 8.5 x 5.5". The paragraph styles in this style sheet have been set up to use tabs.

Flier

SUMMER SPARKLERS OFFER

Meadow Vintners

Purveyors of Fine Wines – Established 1985

Champagne and Strawberries for Summer

Meadow Vintners are pleased to announce the introduction of a brand new range of creamy, light champagnes for the summer. The sparklers we have chosen represent excellent value for money while not compromising on quality. All are very impressive and each has is own unique flavour.

Spoil yourself with a case of one of these excellent champagnes for the summer. You'll find that at least one of these delightful wines will be the ideal accompaniment to any summer event.

Cuvée de Sa Majesté Blanquette de Limoux 1982

Made by a method which is even older than that of champagne, this wine is ideal for those 'almost champagne' occasions. Its rich flavour will make any occasion special.
Normally £9.55 per bottle
Summer promotion £7.55
12 Bottle case £87.60

Chamonix 1984

This very fine champagne has a flavour which is both elegant and light, being typical of only the best champagnes.
Normally £15.50 per bottle
Summer promotion £13.00
12 Bottle case £150

Moët et Chapelle Vintage 1978

A rare vintage champagne with vibrant character which we are privileged to offer you. Savour this wondrous vintage and find yourself in seventh heaven.
Normally £19.50 per bottle
Summer promotion £16.00
12 Bottle case £182.40

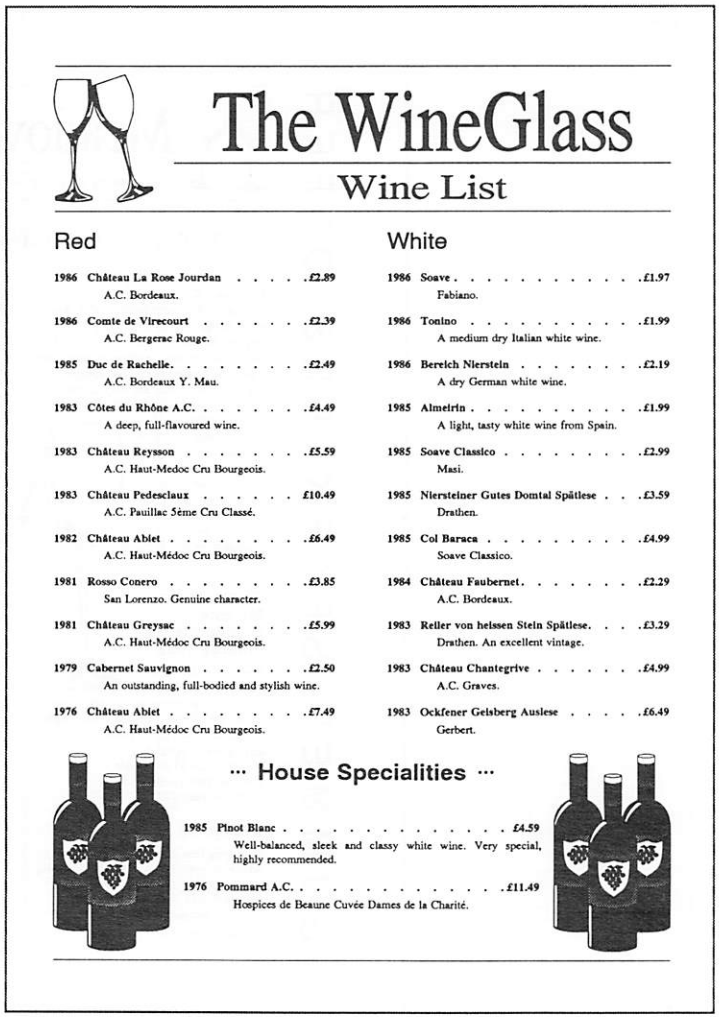
Special Summer Offer

If you place an order for a case of Champagne before August 31, we will give you a set of champagne flutes absolutely free of charge. Ring Meadow Vintners Hotline now on 0480-496789 to place your order and claim your free gift. The Meadow Vintners Summer catalogue is also available now – just ring and we'll send you one. Alternatively pop in and we'll give you a sample tasting of some of the wines we have on offer.

FLIER.STY

A4: 210 x 297 mm

Wine list



The WineGlass

Wine List

Red

1986 Château La Rose Jourdan £2.89
A.C. Bordeaux.

1986 Comte de Virecourt £2.39
A.C. Bergerac Rouge.

1985 Duc de Rachelle. £2.49
A.C. Bordeaux Y. Mau.

1983 Côtes du Rhône A.C. £4.49
A deep, full-flavoured wine.

1983 Château Reysson £5.59
A.C. Haut-Medoc Cru Bourgeois.

1983 Château Pedesclaux £10.49
A.C. Pauillac 5ème Cru Classé.

1982 Château Ablet £6.49
A.C. Haut-Médoc Cru Bourgeois.

1981 Rosso Conero £3.85
San Lorenzo. Genuine character.

1981 Château Greysac £5.99
A.C. Haut-Médoc Cru Bourgeois.

1979 Cabernet Sauvignon £2.50
An outstanding, full-bodied and stylish wine.

1976 Château Ablet £7.49
A.C. Haut-Médoc Cru Bourgeois.

White

1986 Soave £1.97
Fabiano.

1986 Tonino £1.99
A medium dry Italian white wine.

1986 Bereich Nierstein £2.19
A dry German white wine.

1985 Almeirin £1.99
A light, tasty white wine from Spain.

1985 Soave Classico £2.99
Masi.

1985 Niersteiner Gutes Domtal Spätlese . . £3.59
Drathen.

1985 Col Baraca £4.99
Soave Classico.

1984 Château Faubernet. £2.29
A.C. Bordeaux.

1983 Reller von heissen Stein Spätlese. . . £3.29
Drathen. An excellent vintage.

1983 Château Chantegrive £4.99
A.C. Graves.

1983 Ockfener Geisberg Auslese £6.49
Gerbert.

··· House Specialities ···

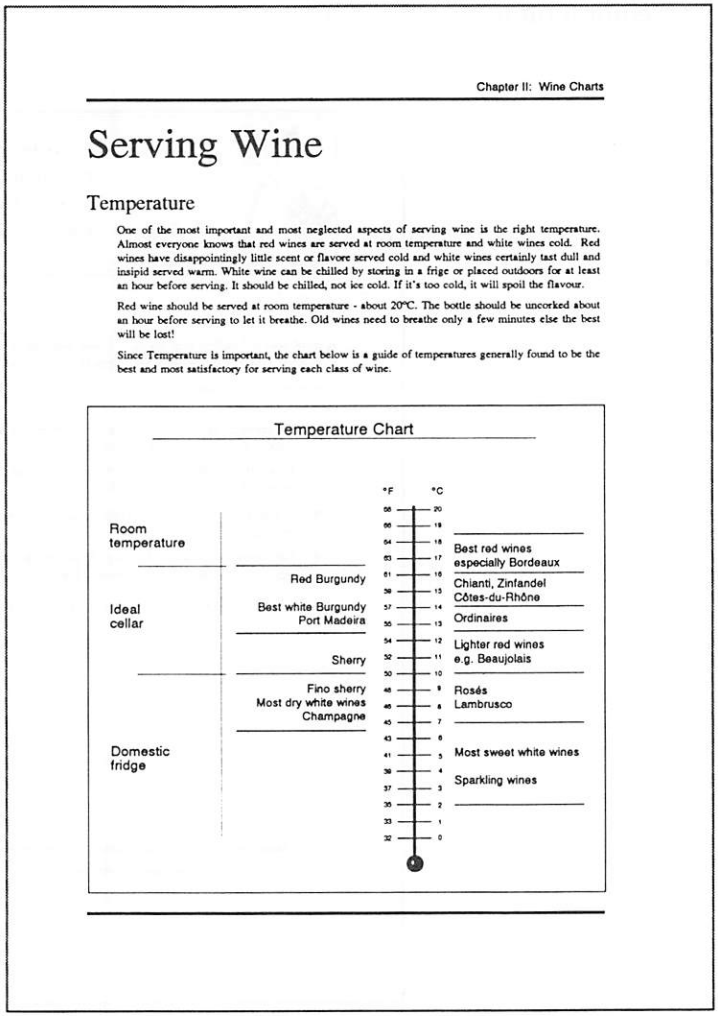
1985 Pinot Blanc £4.59
Well-balanced, sleek and classy white wine. Very special, highly recommended.

1976 Pommard A.C. £11.49
Hospices de Beaune Cuvée Dames de la Charité.

WINELIST.STY

A4: 210 x 297 mm

User manual



Chapter II: Wine Charts

Serving Wine

Temperature

One of the most important and most neglected aspects of serving wine is the right temperature. Almost everyone knows that red wines are served at room temperature and white wines cold. Red wines have disappointingly little scent or flavore served cold and white wines certainly tast dull and insipid served warm. White wine can be chilled by storing in a frige or placed outdoors for at least an hour before serving. It should be chilled, not ice cold. If it's too cold, it will spoil the flavour.

Red wine should be served at room temperature - about 20°C. The bottle should be uncorked about an hour before serving to let it breathe. Old wines need to breathe only a few minutes else the best will be lost!

Since Temperature is important, the chart below is a guide of temperatures generally found to be the best and most satisfactory for serving each class of wine.

MANUAL.STY

A4: 210 x 297 mm

Memorandum

From: *George Mullard*
To: *Peter Heller*
Date: *9th April 1990*
Subject: *Board Meeting on 17th April 1990*

Dear Peter,

A brief note to confirm that the next Board Meeting of Meadow Vintners Ltd. will take place on 17th April 1990 (next Tuesday) at 2.30pm in the office at The WineBottle.

The agenda will include:

- An appraisal of the performance of The WineGlass in its first financial year, presented by Simone George of George & Mildred, our accountants;
- Finalisation of the programme of tastings for the second half of 1990, in particular the proposed Californian event on July 4th;
- A report on my recent expedition to visit our friends in the Loire Valley (samples will be provided!);
- Discussion of the level of wine club membership and orders during the first three months of this year - I'd be grateful if you could prepare the necessary figures.

If there's any other subject you'd like to include on the agenda, please have a word with Michelle.

Cheers,

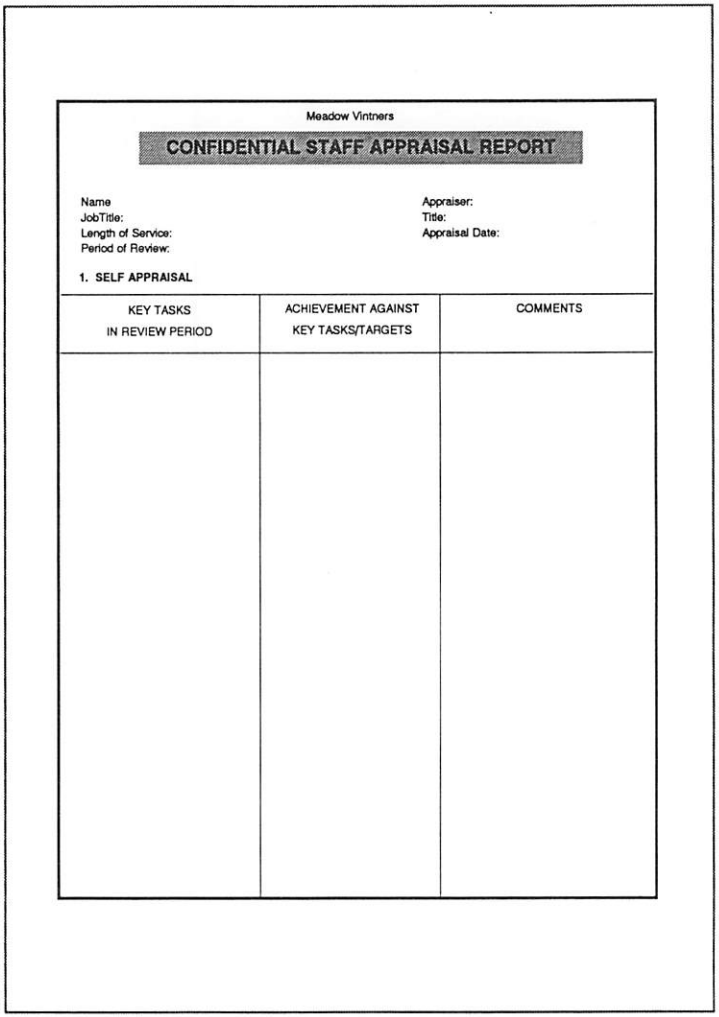
George

· Meadow Vintners Ltd · The Meadow · St. Ives · Huntingdon · Cambridgeshire · PE17 4LG ·
· Telephone St. Ives (0480) 496789 · Fax (0480) 496189 ·

MEMO.STY

A4: 210 x 297 mm

Appraisal form



Meadow Vintners

CONFIDENTIAL STAFF APPRAISAL REPORT

Name
JobTitle:
Length of Service:
Period of Review:

Appraiser:
Title:
Appraisal Date:

1. SELF APPRAISAL

KEY TASKS IN REVIEW PERIOD	ACHIEVEMENT AGAINST KEY TASKS/TARGETS	COMMENTS

APPRAISE.STY

A4: 210 x 297 mm

GRAPHICS LIBRARY

5: Graphics library

Introduction 153

Action 153

Business 155

Decorate 156

Europe 157

Foodrink 158

Pointers 159

Symbols1 160

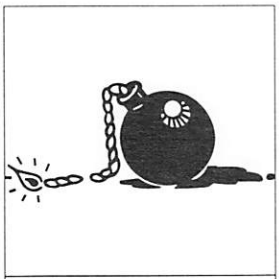
Symbols2 161

Introduction

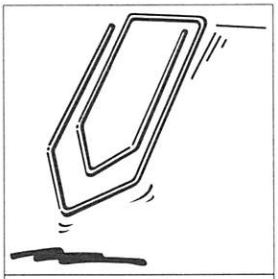
The graphics library supplied with DESK*press* is listed in this chapter. The graphics files are supplied in GEM metafile format and divided into eight categories. The files in each category are found in folders with the same name, in the \PRESS\PICTURES folder on your hard disk if you chose to install the graphics library, or on the product disks.

Please refer to Chapter 4 of the *DESKpress User manual* for information on how to work with pictures.

Action



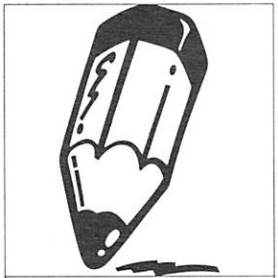
BOMB.GEM



CLIP.GEM

ERASER.GEM

GOLFER.GEM



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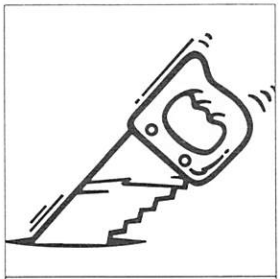
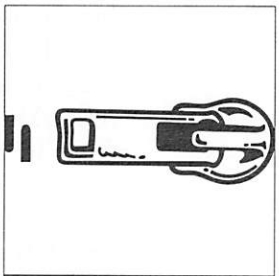


SAW.GEM

Action (continued)

SCALPEL.GEM

SHEARS.GEM



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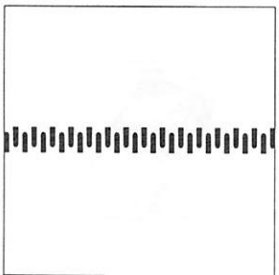
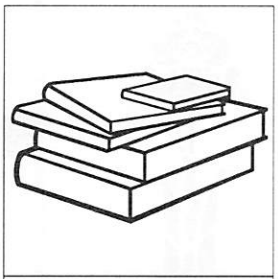


ZIP2.GEM

Business

BALLPEN.GEM



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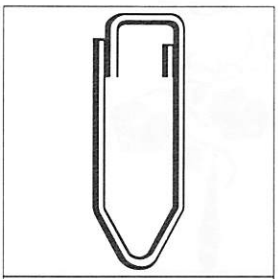
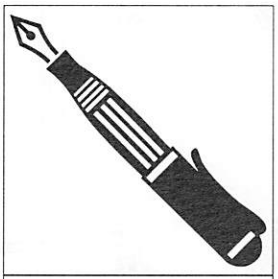


CLIPTOP.GEM

CREDCARD.GEM



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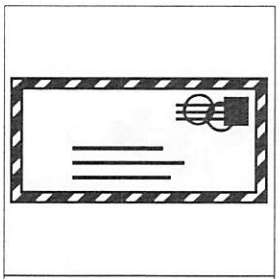

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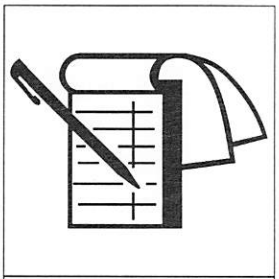

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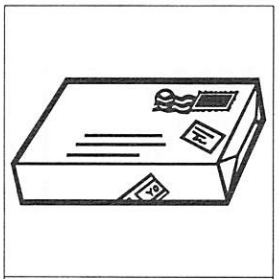

PARCEL.GEM

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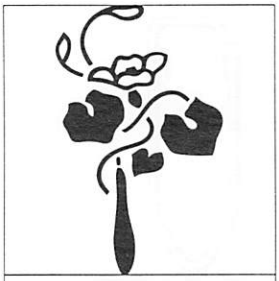
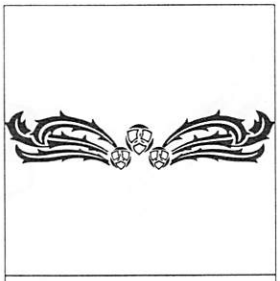


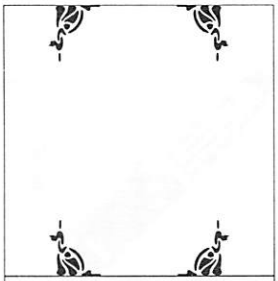
FLORAL1.GEM

FLORAL2.GEM



FLORAL3.GEM

FLORAL4.GEM



FRAME.GEM

FRAMEDGE.GEM

WHIRL.GEM

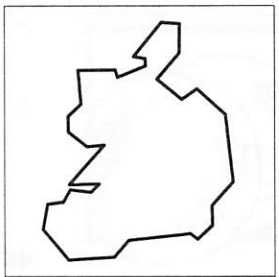
Europe

EC_LOGO1.GEM

EC_LOGO2.GEM

EC_LOGO3.GEM

EC_MAP.GEM



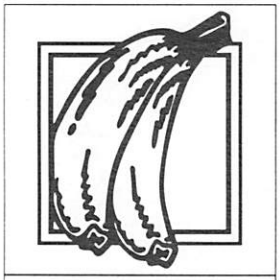
IRELAND.GEM

LONDON.GEM

PARIS.GEM

UK.GEM

Foodrink



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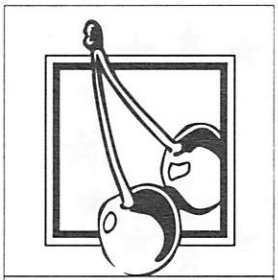


CHERRIES.GEM

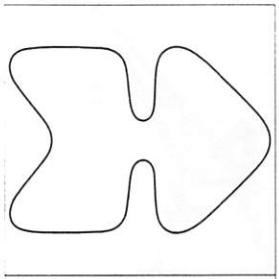
COFFEE.GEM

ICECREAM.GEM

ORANGES.GEM

WINE.GEM

Pointers



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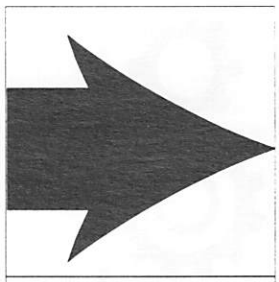

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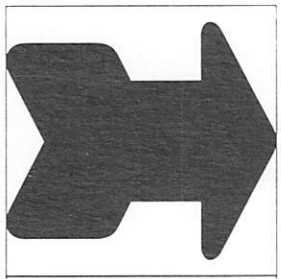

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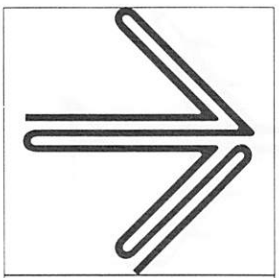

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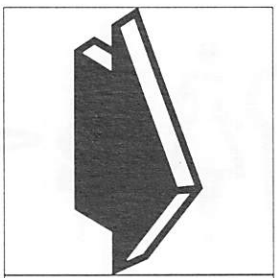

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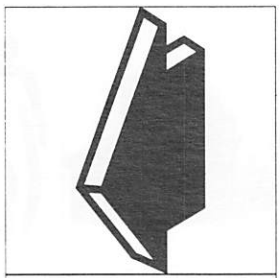

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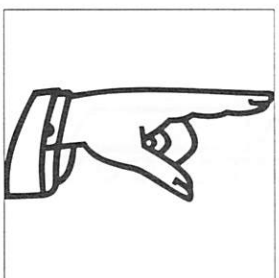

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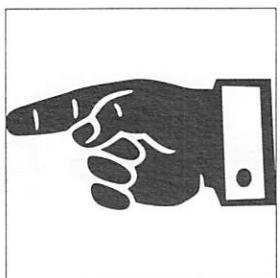
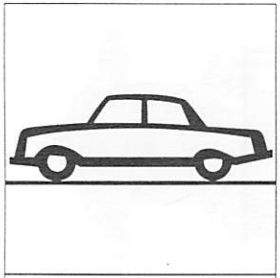
POINTER2.GEM

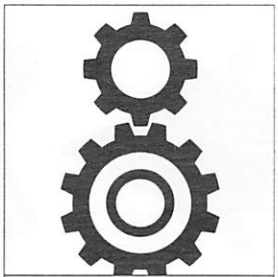


POINTER3.GEM

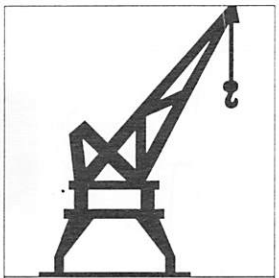
Symbols I



CAR.GEM



COGWHEEL.GEM



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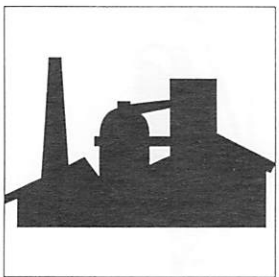
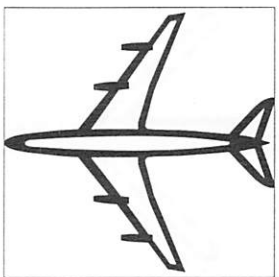
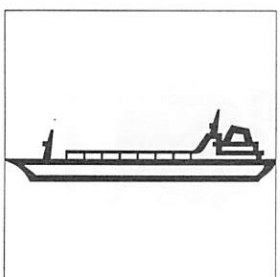


FACTORY.GEM

FAMILY.GEM



PLANE.GEM



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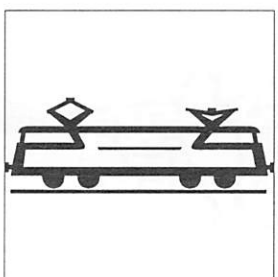

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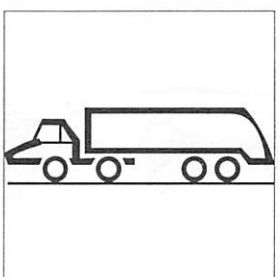
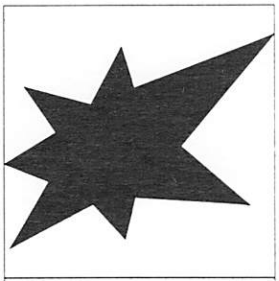


TRUCK.GEM

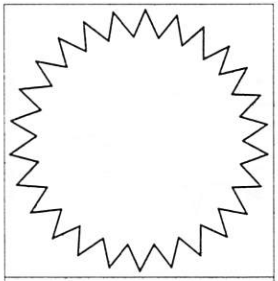
Symbols1 (continued)

WORKER.GEM

Symbols2



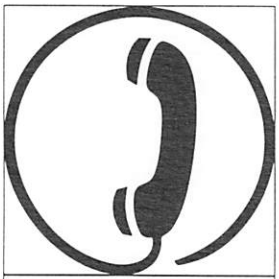
BANG.GEM



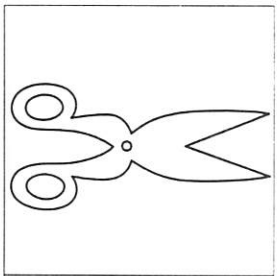
BURST.GEM

PHONE1.GEM

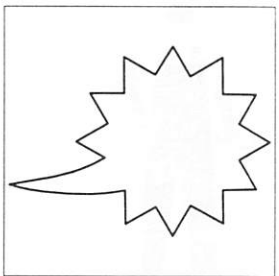
Symbols2 (continued)



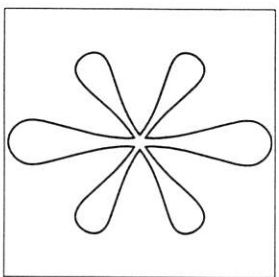
PHONE2.GEM



SCISSORS.GEM



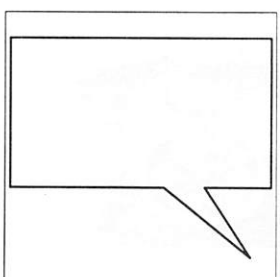
SHOUT.GEM



SIXSTAR.GEM

SPEECH1.GEM

SPEECH2.GEM



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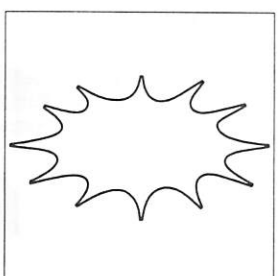

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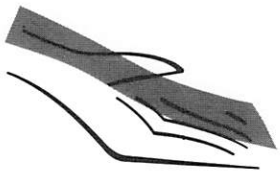
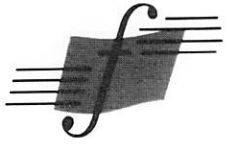
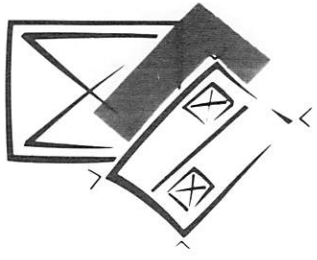


GST

DESK™ press

USER MANUAL





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May 1990

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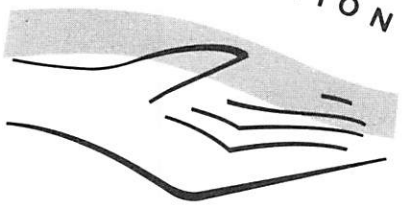
INTRODUCTION



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Welcome to DESK*press*

With DESK*press* on your personal computer, you have just entered the world of desktop publishing. DESK*press* gives *you* the power to lay out your documents without all the cost and delay of using a print shop. Now you can give all of these documents a professionally typeset appearance:

- newsletters
- reports
- invoices
- catalogues
- presentations
- brochures
- books
- manuals.

How DESK*press* works

First you'll decide on your page size and how many columns you want on each page. Then you can fine-tune the combination of fonts, text styles, and type sizes you want to use. Next, how about sizing your pictures and maybe adding some captions and graphics to them? When your document is finally laid out in just the way you want it you can print it out.

If it's a fairly large document like a book, a thesis or a manual, then you can automatically create its table of contents and index when your document is nearing completion. If your publication is divided into several smaller documents, DESK*press* lets you combine their tables of contents.

You won't have to waste any paper doing test runs, either, because DESK*press* is fully **WYSIWYG**. That means that **W**hat **Y**ou **S**ee on screen **I**s **W**hat **Y**ou **G**et when you print your documents out. Not only that, but DESK*press* is versatile enough to use text and pictures from some of the most popular word processing and art programs on the market. So you can continue to use your favourite word processor and drawing or painting package alongside DESK*press*.

Frames

The first step in creating a document is to draw rectangular frames on your page. Frames are not printed out, but act as "containers" for text and graphics. You can have up to 100 frames on a page, and they can be any size you want. When you move a frame, the text and graphics it contains move along with it. You can also work with a group of frames at once.

Text

You can create text with any of the word processors listed by DESK*press* and load it straight into DESK*press* without having to restyle it. If you have a different word processor, you can load in plain ASCII text. When you've loaded your text in, DESK*press* not only lets you edit your text on screen, but also hyphenates your text for you automatically.

Paragraph styles

With your text on screen, you can begin creating styles for the different types of paragraph in your document. Each paragraph style takes care of a host of typographical and layout features such as justification, bullets, indents, tab stops, ruling lines, and much more. Once you've defined a paragraph style (say for a heading), you can use it over and over again to make the headings in *all* your documents look exactly the same.

Graphics

As well as text, you can include pictures in your document from GEM® Draw™, GEM® Paint™, Lotus Freelance®, Harvard® Graphics, AutoCAD™ and many art packages. Once a picture is loaded into a frame, you can edit it (if it is an image file), then add captions, boxes, lines, arrows, and so on using DESK*press*'s drawing tools.

Style sheets

The key to putting all of this together to create a document is the style sheet. The style sheet is the "blueprint" for the document, and contains all the document format information and the paragraph styles.

DESK*press* combines your text and pictures with the style sheet to create a particular document. By using the same style sheet, you can ensure that all of your documents have a consistent format.

Before you start

Information on how to install DESK*press* on your computer is contained in the *DESKpress Installation and getting started* manual. You should read the information contained in that manual before you use DESK*press*.

What you will need

In order to use DESK*press*, you will need the following:

- An IBM PC or compatible computer with at least 640 Kbytes of RAM
- A hard disk and at least one floppy disk drive
- An 80-column graphics monitor (colour or monochrome) e.g. VGA, EGA, CGA or Hercules
- A printer supported by DESK*press* (please refer to the *Installation and getting started* manual for details)
- A mouse.

How to use the manuals

If you're like most of us, you probably can't wait to start using DESK*press* to see what it can do. The manuals accompanying DESK*press* are there to help you get the best from the product.

- *Installation and getting started* tells you how to install DESK*press* and start the program. It also tells you how to use the GEM Desktop, provides information on the sample style sheets and graphics library that come with DESK*press*, and contains two tutorials to help you get started with using DESK*press*.

- *DESKpress User manual* (this manual), describes the features of DESK*press*, provides information on keyboard shortcuts and lists the GEM/3 International character set. This manual also contains a glossary of desktop publishing terms which you may wish to refer to if you come across a term in the manual which you do not understand.

- *Typografica User manual* tells you how to create additional fonts for use with DESK*press*.

When you've mastered the basic techniques involved, you'll be ready to start producing sophisticated typeset documents of your own.

NOTE Most of the illustrations and examples in this manual show screens as they appear with DESK*press* installed on a Zenith® PC compatible computer with a monochrome VGA screen and a PostScript® printer. If you have a different installation, your screen may not look exactly the same.

Manual conventions

This manual represents keys on the computer keyboard like this: (RETURN). Sometimes you will need to hold down one key while you press another one, e.g. (ALT) and **S**. This is shown as (ALT) **S**.

Text which you need to type in while you are using DESK*press* appears as follows:

```
Type this text
```

Many of the menu commands in DESK*press* have three dots **...** after them, indicating that these commands lead to a form. The **Go to page...** command is one example. To make this manual easier to read, these dots have been left out of the text.

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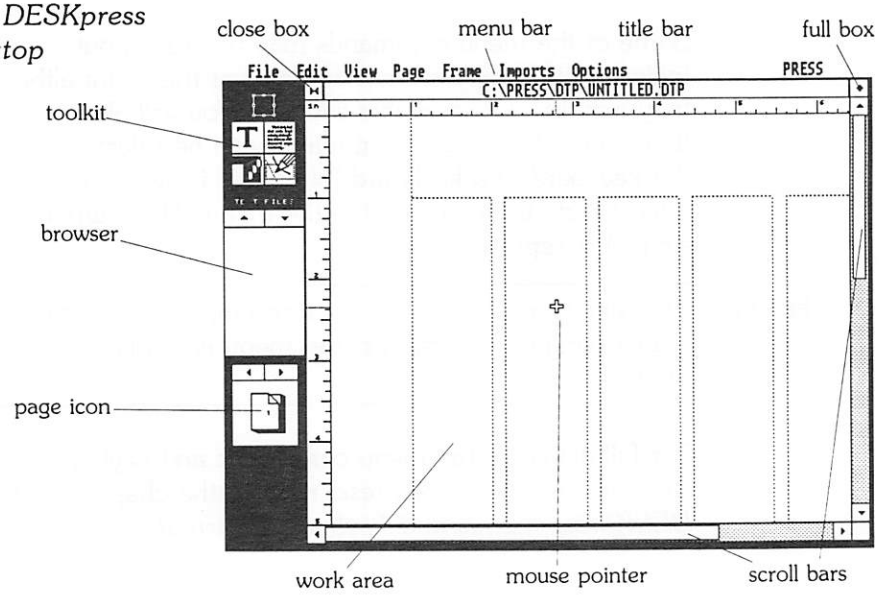
2

This chapter covers the information you need to start working with DESK*press*. It familiarises you with the DESK*press* desktop before describing how to use frames.

The DESK*press* desktop

The DESK*press* desktop is much like a designer's layout board, and contains all the tools and formatting commands you need to create properly typeset documents. It is made up of the following parts:

The DESKpress desktop



The menu bar

At the top of the screen is the menu bar, which contains the names of the DESK*press* drop-down menus. Simply move the mouse pointer up to the name of a menu and it will drop down.

To select a command, move the mouse pointer to the command so that it is highlighted and click the mouse pointer on it. If you wish to remove a menu from the screen without selecting a command, click the mouse pointer anywhere outside the displayed menu or move the mouse pointer to another menu.

Some of the menu commands may be greyed out, indicating that they are not available at this point although they may become available later on. You will also notice that some of the menu commands can be selected using the keyboard. If a keyboard "shortcut" is available it will be listed beside the command in the menu. The diamond symbol ♦ represents (ALT).

NOTE The menus available will vary according to which mode you are working in, e.g. the **Frame** menu is displayed in Frame mode.

For full details of the menu commands and keyboard shortcuts used in DESK*press*, refer to the chapter entitled *DESKpress menus and keyboard shortcuts*.

The title bar

Just below the menu bar is the title bar. This shows you the name of the document you're working on and the folder and disk it was loaded from.

The full box

On the right-hand side of the title bar is the full box. To hide the toolkit and make the work area fill the whole width of the screen, do one of the following:

- Click on **Show tools** in the **View** menu
- Press (ALT) **T** (the keyboard shortcut)
- Click on the full box.

If you wish to restore the work area to its previous size and reveal the toolkit, repeat one of the above.

The close box

On the left-hand side of the title bar is the close box. Click on the close box to close the current document and open a new one. (You can also do so by selecting **New** in the **File** menu.) Whichever method you use, you are given the option of saving your document, abandoning your edits, or cancelling the command.

The toolkit

The toolkit is used to switch between DESK*press*'s five work modes. In Frame mode you can draw, resize and move frames, as well as import text and pictures into your document. Text mode lets you type, edit and restyle text, while Paragraph mode lets you work with entire paragraphs of text, using paragraph styles. Index mode is used for inserting index entries into your document in order to generate an index. Finally, Graphics mode is used to draw simple lines, circles, shapes, captions etc.

Frame *Text* *Paragraph* *Index* *Graphics*

Click the mouse pointer on the toolkit to select the mode you wish to work in. For example, to use the graphics drawing tools, click on the Graphics mode box. You can also switch between modes by selecting the appropriate command in the **Options** menu.

The browser

The browser is situated below the toolkit, its contents varying according to which mode is currently selected:

- In Frame mode, it contains the names of the text or picture files in your document
- In Paragraph mode, it contains the names of the paragraph styles in the style sheet you're using and any function keys assigned to these styles

- In Text mode, it contains a list of text styles
- In Graphics mode, the browser is replaced by the icons representing the graphics drawing tools.

You can change the display in the browser in Frame mode by clicking on the browser title (e.g. TEXT FILES). Doing so scrolls through a display of all the text, images and line-art you have imported into your document. When the browser is full its contents can be scrolled by clicking on its up and down arrows.

The page icon

The page icon at the bottom left-hand corner of the desktop tells you which page(s) are currently displayed on the screen. The folded top corner of the page is displayed on the left for a left-hand page and vice-versa.

Pages can be "turned over" a page at a time by clicking on the arrows of the page icon.

The work area

The work area is the large area in the middle of the screen where your document is displayed for you to work on. Depending on the view size you have selected, you may see a whole page, part of a page, or two whole pages. For further details, see "View sizes" later in this chapter.

The scroll bars

To the right of and beneath the work area are the scroll bars. The scroll bars are used to move different areas of the page into the window. The stippled area on each scroll bar shows you how much of the page is outside the window.

To move the window towards the *bottom* of the current page, you can do one of the following to the right-hand or vertical scroll bar:

- Click on the down arrow (located at the bottom of the scroll bar) to move the window down by a small amount
- Click on the shaded area to move the window down a whole screenful
- Drag the white "slider" towards the down arrow.

To move towards the *top* of the current page, do exactly the opposite.

You can move the window from left to right by performing the same actions in the bottom or horizontal scroll bar.

The mouse pointer

The shape of the mouse pointer changes when it is in different areas of the screen or is being used for different functions:

Pointer	Outside work area
Open cross	Frame mode
¶	Paragraph mode
I-beam	Text mode
Crosshair or hollow pointer	Graphics mode
Hollow pointer	Index mode

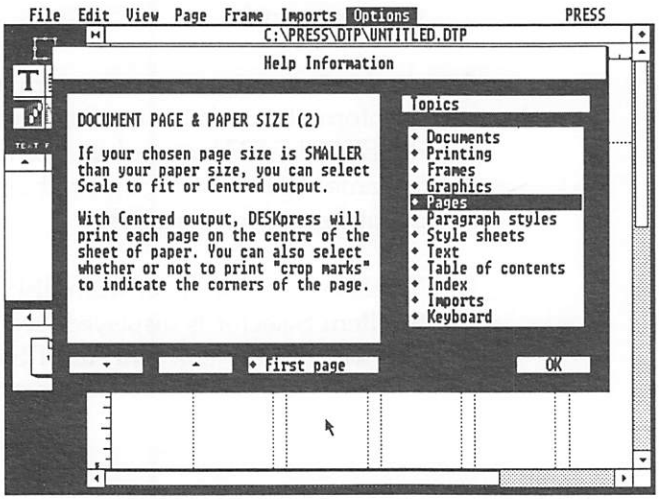
A special "disk" or "hourglass" icon replaces the mouse pointer when DESK*press* is carrying out a command you've given it. You cannot do anything with DESK*press* while this icon is on screen.

Displaying help information

DESK*press* can provide instant help information without you having to consult this manual. Simply move the mouse pointer to the **Options** menu and click on **Help!** (or use the keyboard shortcut) to display a list of topics.

Click on a help topic to display text relating to it on the left. Scroll through the help text a page at a time by clicking on the up or down arrow buttons. You can also scroll down through the help text by pressing (RETURN). To redisplay the first page of the selected help topic, click on **First page**. Once you have finished reading the help text, remove it from the screen by clicking on **OK**:

Help Information


File Edit View Page Frame Imports Options
PRESS
C:\PRESS\DTP\UNTITLED.DTP
Help Information
DOCUMENT PAGE & PAPER SIZE (2)
If your chosen page size is SMALLER than your paper size, you can select Scale to fit or Centred output.
With Centred output, DESKpress will print each page on the centre of the sheet of paper. You can also select whether or not to print "crop marks" to indicate the corners of the page.
Topics
Documents
Printing
Frames
Graphics
Pages
Paragraph styles
Style sheets
Text
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Imports
Keyboard
First page
OK

You can display the help text for a different topic by clicking on another topic in the list. When you change help topics DESK*press* remembers your position in previously displayed topics until you click on **OK**.

Starting a new document

When you start DESK*press*, the work area contains an empty page and the title line displays the "dummy" document name UNTITLED.DTP. Once you've created your document, you can give it a name using the **Save as** command in the **File** menu. (For further details, see "Saving your document" in this chapter.)

To start a new document:

1. Click on **New** in the **File** menu or on the close box. DESK*press* displays a message asking whether you wish to load a style sheet. (If you are already working on a document a warning message will be displayed first, giving you the opportunity to save or abandon the document.)

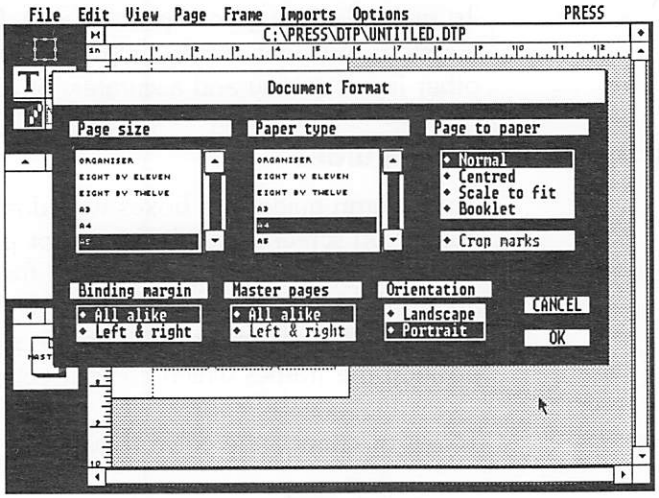
A style sheet contains document format and paragraph styling information. You can either use the style sheet called DEFAULT.STY, one of the sample style sheets (with the filename extension **.STY**), or choose to set up your document format from scratch.

2. To choose a style sheet from disk, click on **Yes**. When the Item Selector is displayed, select the style sheet you wish to use (e.g. DEFAULT.STY) and click on **OK**.

3. If you do not wish to use a style sheet or wish to create a new one from scratch, click on **No** when the message is displayed. The **Document Format** form is displayed so that you can set up your document format.

   The document format controls your document's page size, orientation, paper type, whether to have left and right master pages, and so on:

The Document Format form



4. After setting up your document format, click on **OK**.

For further details on style sheets and setting up your page and document format, see "Using a style sheet" in the chapter entitled *Giving your document a style*.

Opening an existing document

To work on a document which you have previously saved onto disk, click on **Open** in the **File** menu or use the keyboard shortcut. When the Item Selector appears, select the name of the document you wish to load and click on **OK**. The document is loaded with its style sheet.

Getting the layout right

To make designing your pages easier, DESK*press* provides a system of layout aids to help you position frames and other items quickly and accurately on the page.

Setting up the column guides

The column guides are boxes with dotted outlines which appear on screen, but which are not printed out. Use the column guides to help you position frames on the page and to define the area on the page to be filled with text or pictures. The column guides act like a grid on which to position the frames which contain your text and pictures.

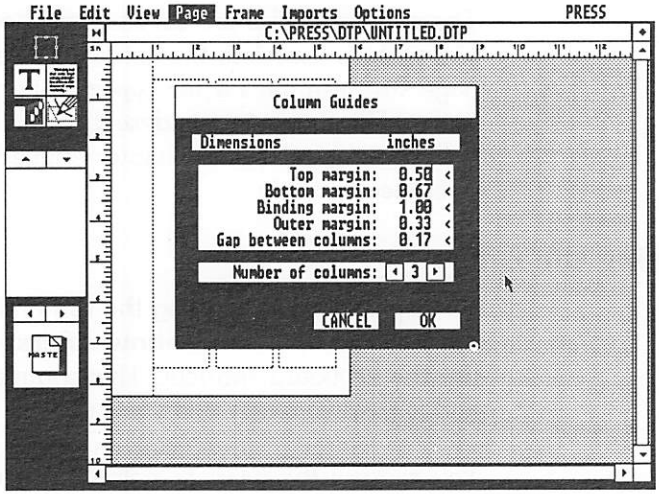
To set or change the column guides:

1. Switch to Frame mode by clicking on its icon in the toolkit.

2. Click on **Column guides** in the **Page** menu.

3. The **Column Guides** form allows you to select up to 9 column guides on each page. To set the number of columns, click on the arrows on either side of the box in which the number is displayed:

The Column Guides form



4. Specify the margins you want at the top and bottom of the page, the binding (inner) margin and the outer margin. The outer margin is measured from the outer edge of the paper while the binding margin is measured from the inner edge of the paper.

5. You can also set the gap to be left between the columns. Set these values by clicking in the appropriate field and typing in what you require.

6. When you have finished setting up your column guides, click on **OK**.

The column guides can be hidden from view by clicking on **Show frames & columns** in the **View** menu or by using the keyboard shortcut. This command acts as a toggle and is marked when the column guides are displayed.

The column guides are saved as part of the style sheet. If you wish to associate the column guides with a particular page size, use the **Paper types** option in the **Options** menu. This procedure is described in "Creating new paper and page types" in the chapter entitled *Giving your document a style*.

Displaying the rulers

To display the rulers along the top and left-hand edges of the work area, click on **Show rulers** in the **View** menu or use the keyboard shortcut. This command acts as a toggle and is marked when rulers are shown.

You can use the rulers to help you draw and position frames exactly. Thin hairlines on the rulers follow the mouse pointer movements to show you its current position.

Changing the unit of measurement

You can change the unit of measurement used on the rulers and throughout the program by clicking on **Units** in the **Options** menu. The units available are:

- Picas and points
- Centimetres
- Inches and tenths
- Inches and eighths.

The unit of measurement in use is indicated by the small letters in the corner where the rulers meet (e.g. cm for centimetres).

Moving around your document

This section tells you how to zoom into and out of the page and how to move quickly around your document.

View sizes

On most monitors, the view size at **Actual size** is **WYSIWYG** [**W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et], with a screen resolution equal to 80 dots per inch. However, some lines of text will appear shorter on the screen than on the printed page because screen fonts and printer fonts are not exactly the same.

DESK*press* offers you six view sizes:

- **Two pages** allows you to view two facing pages
- **Full page** adjusts the view size of the current page so that all of it is visible on screen
- **Half size** displays the page at half the size it will be printed, useful for checking the overall layout of your document
- At **Three-quarter size**, text in most point sizes is legible, making this size a useful one for editing text without the need for horizontal scrolling
- **Actual size** is used for text editing, giving you the most accurate view of the final printed page, since text is displayed on screen at approximately real size
- **Double size** displays the page at twice the size it will be printed, useful for detail work on pictures and graphics or very small text.

To change view sizes, click on the appropriate command in the **View** menu or use the keyboard shortcut displayed next to the command in the menu. The selected page size is marked in the **View** menu. (A list of shortcuts is provided in the chapter entitled *DESKpress menus and keyboard shortcuts*.)

In reduced views, very small text may appear "greeked" (shown as letter-like patterns or as narrow grey bars) because it is not possible to display the actual shape of the letters at such small sizes.

Moving to another page

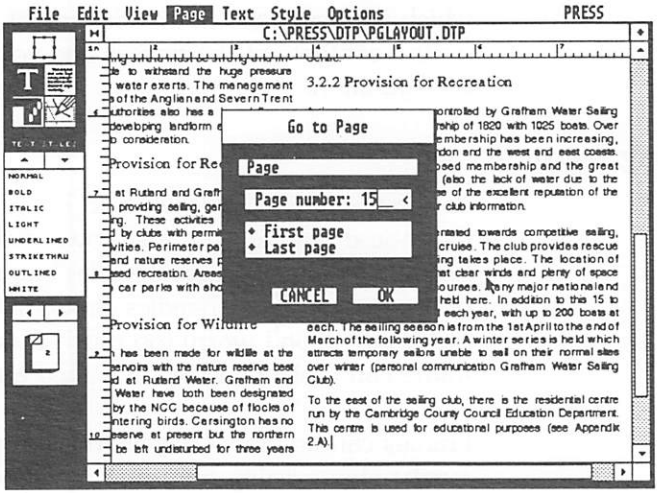
You can move from page to page within your document by doing one of the following:

- Click on **Go to page** in the **Page** menu.
- Press (ALT) **G** to display the **Go to page** form
- Press (PGUP) or (PGDN) to move around the document a page at a time or between the left and right master pages. Press (PGDN) with the right master page displayed to go to the first page of your document. If you press (PGDN) with the last page of your document displayed, you will be asked whether you want to add a new page.
- Press (CONTROL) (PGUP) to move to the first page of your document or (CONTROL) (PGDN) to move to the last page of your document.

- Click on one of the arrows of the page icon. If you click on the right arrow with the last page of your document displayed (or if your document only has one page), you will be asked if you want to add a new page.

If you are using the **Go to Page** form, type in the number of the page you wish to move to, then click on **OK**. Click on **First page** to insert the number of the first page on the form, and on **Last page** to insert the number of the last page:

The Go to Page form



To display your document's master page(s), click on **Go to master page** in the **Page** menu or use the keyboard shortcut. (See also "Using the master page" in the chapter entitled *Giving your document a style*.)

Working with frames

Text, pictures, and graphics in a document are always placed in *frames*. Frames are not printed out unless you select a frame border for them (see "Frame borders and tints" in this chapter). Each frame can be sized, moved, copied, and deleted as necessary. You can also work on a group of frames (described in "Selecting a group of frames" in this chapter).

The maximum number of frames which you can have on a single page is 100, and the maximum number of frames which you can have in one document is 8,000, depending on the contents of the frames and your hardware configuration.

Drawing frames

To draw a frame, first switch to Frame mode, then drag the mouse pointer right and down within the page area. Eight small boxes called "handles" appear around the edges of the frame. These handles show that the frame is "selected". Don't worry too much about accuracy as the frame can easily be moved or sized afterwards.

Frames can be drawn anywhere on a page, even within or overlapping existing frames. You cannot, however, draw a frame starting from a point inside another one which is already selected. You must "deselect" the frame first by clicking somewhere outside it.

Snapping frames to the column guides

When **Snap to guides** is switched on in the **Frame** menu, frames will "snap" to the column guides when sized or moved. This means that the left or right edge of a frame near a column guide jumps to align itself exactly with the guide so that you can align frames vertically, while the top and bottom edges of each frame will snap to the currently selected ruler spacing (centimetres, inches etc.) for horizontal alignment.

Click on **Snap to guides** again to turn snapping off. This command acts as a toggle and is marked when snapping is turned on.

NOTE When you move or size a group of frames using the mouse and **Snap to guides** is turned on, the edges of the outermost frame in the group snap to the column guides or ruler spacing.

Selecting a group of frames

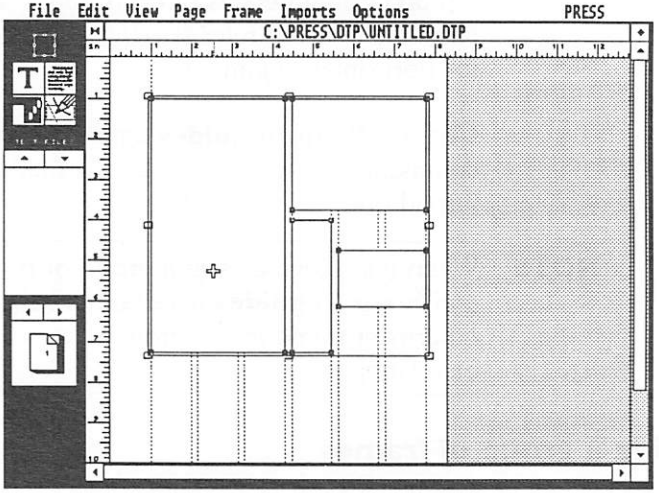
DESK*press* lets you work on a group of frames. If you wish to do the same thing to a number of frames, selecting them as a group first will save time and prevent mistakes. Several of the frame options described in this chapter can be carried out on a group of frames.

There are two ways of selecting a group of frames:

- In Frame mode, click on a frame to select it, then hold down (SHIFT) and click on each frame to make up the group. (To remove a frame from the group, hold down (SHIFT) and click on that frame again.)

- In Frame mode, hold down (SHIFT) and drag the mouse to the right and down (in the same manner as drawing a frame). All frames entirely contained in the "dotted box" are selected as a group when you release the mouse button:

Selecting a group of frames



A group of frames is identified on screen by a large box surrounding the group. This box has handles which can be used to resize the group. (Sizing and moving groups of frames is described below.) Each frame in the group has small, solid black handles.

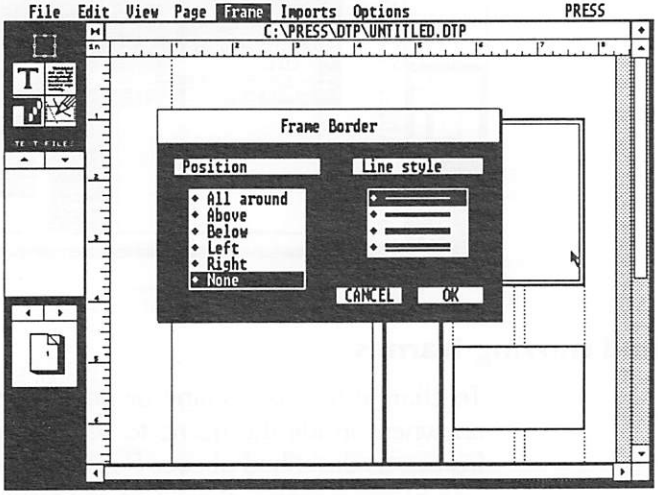
Deselect a group of frames by clicking anywhere outside the box.

Frame grouping is temporary and is not retained when you change pages or switch work modes.

Frame borders and tints

You can add a variety of frame borders and tints by selecting a frame or group and then clicking on **Frame border** or **Frame tint** in the **Frame** menu:

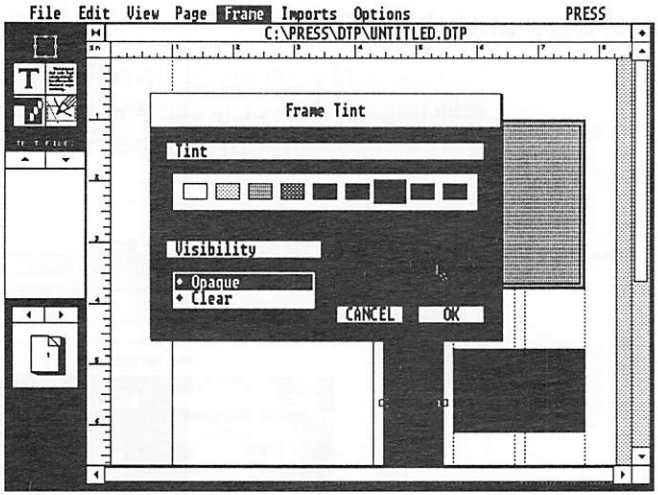
Frame borders



Four different types of frame border are available, and you can choose to have the border on individual sides of the frame or on any combination of sides. These borders will actually be printed on the paper, unlike the outline of a frame which only appears on screen.

There are nine background tints available, and you can also choose to make the tint **Opaque** or **Clear** (transparent). A clear tint allows the contents of underlying frames to show through. The default setting is an opaque white background:

Frame tints



Sizing and moving frames

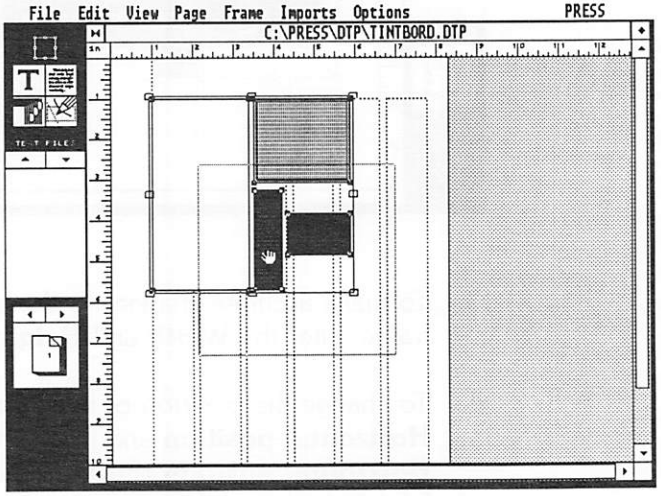
To change the size, shape or position of a frame, first click anywhere inside the frame to select it or select a group of frames as described above. Position the mouse pointer on one of the handles, then drag the frame by the handle until it is the size and shape you want:

- Dragging a corner handle reduces or enlarges the frames *both* vertically *and* horizontally
- Dragging a centre handle lengthens or shortens the frames *either* vertically *or* horizontally.

Frames can be sized even when they are partly hidden behind other frames. When a frame is selected, the handles become visible through any frames on top of it and can be used to size the frame in the usual way.

To move a frame or group, select the frame, then drag the frame to the new location. A "grabber hand" appears and a dotted ghost of the frame follows your movements, serving as a placement guide. Release the mouse button when you get to the new position to place the frames on the page:

Moving frames

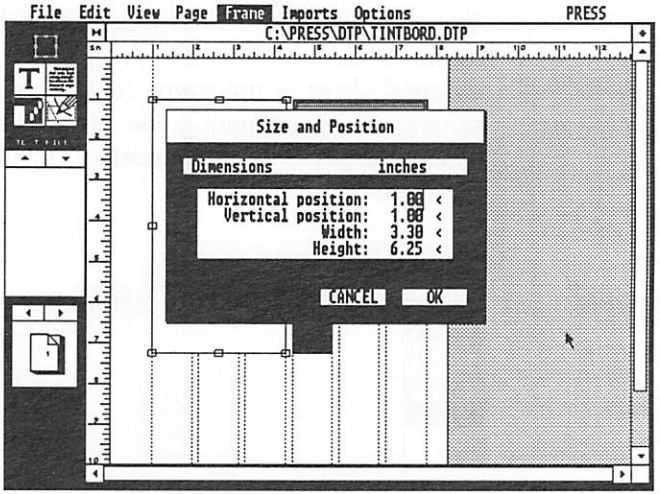


Frames can also be resized and moved using the **Size and position** command in the **Frame** menu:

1. Select the frame or group that you wish to resize or move.

2. Click on **Size and position**. A form appears with entries showing the size and position of the frame. (Double-clicking on a frame or group in **Frame** mode also displays the **Size and position** form.)

The Size and Position form



3. To make accurate changes to the *size* of the selected frame, alter the **Width** and **Height** entries.

4. To change the *position* of the frame, alter the **Horizontal position** and the **Vertical position**. The **Horizontal position** is the distance between the left-hand edge of the page and the left-hand edge of the frame, while the **Vertical position** is the distance from the top of the page to the top of the frame.

5. Click on **OK** to apply the changes to the frame.

When a group of frames is selected, the entries on the **Size and position** form relate to the outermost frame edges of the group. If the size values are changed, the frames in the group are rescaled to fit the new size, while maintaining their size relative to each other. The position of the group is measured from the top left-hand corner of the group.

NOTE If you resize a frame containing graphics objects, the graphics objects are rescaled to fit the new frame size. You can resize a frame *without* affecting the size of the graphics objects it contains by holding down (CTRL) while dragging the handle of the frame to resize it.

Cutting and copying frames

To cut a frame or group out of the page and place it on the clipboard, make sure the frame or group is selected, then click on **Cut** in the **Edit** menu or use the keyboard shortcut. You can then paste the frame or group in at a different point, leave it deleted, or paste it into a different document.

To cut frames permanently out of the page without saving them on the clipboard, select the frames and click on **Delete** in the **Edit** menu or press (DEL). Be careful when using this command because deleted frames cannot be recovered.

To copy frames, make sure the frames are selected, then click on **Copy** in the **Edit** menu or use the keyboard shortcut. A copy of the frames is placed on the clipboard, allowing you to paste the copy elsewhere in the document. If the frames contain any unnamed text or drawn graphics objects, these will also be copied. You can paste the copy into a different document by closing the current document and opening another one.

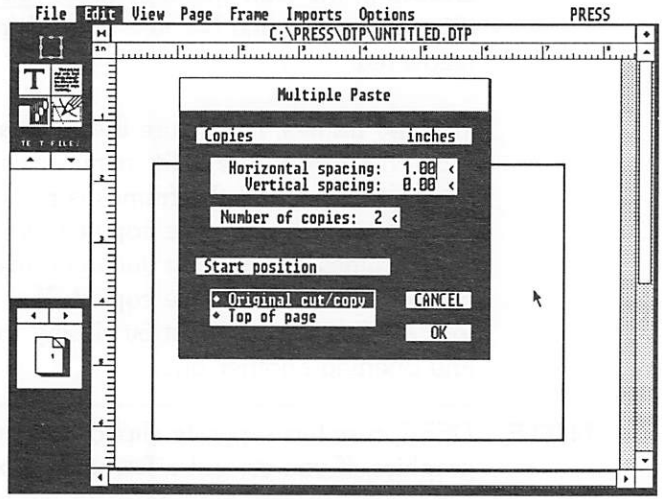
NOTE DESK*press* has separate clipboards for frames, text, and graphics. If you cut out a frame, for example, it will not affect any text you may have cut out previously. The contents of the clipboard remain until they are replaced, or you quit DESK*press*.

Pasting frames

To paste a previously cut frame or group into a document, click on **Paste** in the **Edit** menu or use the keyboard shortcut. The contents of the clipboard are pasted onto the current page of the document, at the same relative position on the page as it was cut or copied from. If there is already another frame there, the copy is pasted in down and right of that frame. Frames need not be pasted into the same page or document from which they were cut or copied.

Up to 99 copies of the contents of the frame clipboard can be pasted into a document by clicking on **Multiple paste** in the **Edit** menu. The **Multiple Paste** form has several options:

The Multiple Paste form



The **Copies** box allows you to set the **Horizontal spacing** and **Vertical spacing** between each copy frame. The **Start position** box lets you specify whether the pasting should start at the top left of the page or at the top left of the original frame. Type the number of copies to be pasted into the document in the **Number of copies** box.

Multiple copies are selected as a group after being pasted into your document.

NOTE Remember that the maximum number of frames you can have on a single page is 100. You cannot use **Multiple paste** to exceed this maximum.

Stacking frames

If you move a frame into a position where it overlaps another frame, you can use the **Bring to front** and **Send to back** commands in the **Frame** menu) to stack the frames in the order you want. Frames are stacked in the order in which they were created until you change their stacking order by sending them to the front or back of the other frames.

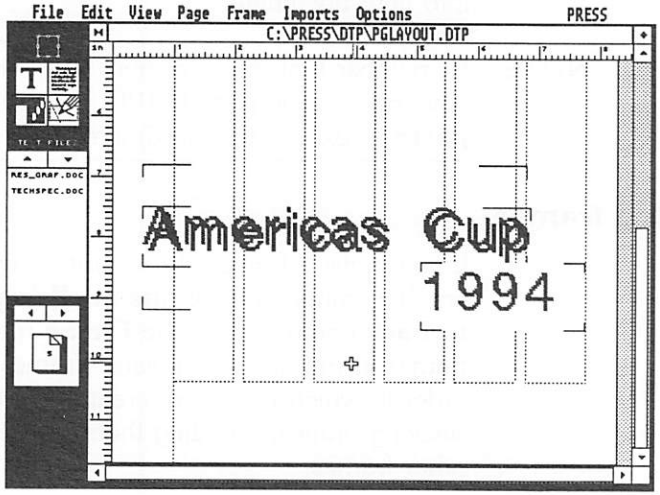
Be careful when using **Send to Back**, as it will place the selected frame behind all the items on that area of the page. If you then deselect that frame, it may be completely covered over, and you will have to move or lock the frames above it before it can be selected again.

NOTE You can apply **Bring to front** and **Send to back** to a selected group of frames. The position of the frames in relation to the other frames in the group is maintained.

Locking frames

Click on **Lock** in the **Frame** menu to protect a selected frame or group of frames that you have finished working on, so that you do not accidentally perform an action on it. The outlines of locked frames are only visible at the corners of the frames:

Locking frames



Once a frame has been locked, you cannot do anything to it. However, you can select frames that lie beneath the locked frame.

To unlock all the locked frames on the current page, click on **Unlock all** in the **Frame** menu. All the frames which were locked on that page become unlocked and are selected as a group. You can then either deselect the entire group or change the number of frames in the group before locking them again as a new group.

NOTE Frames can be locked on more than one page at a time but **Unlock all** only affects the locked frames on the current page.

Emptying frames

Once a frame contains a text file, picture or text directly typed in, you cannot place a different *type* of item into it, e.g. if you type some text into a frame you cannot later import a picture or text file into that frame, even if you first delete all the text. You must empty the frame of its contents so that you can place a different type of item in it.

To empty a frame or group, select the frames and click on **Clear** in the **Frame** menu.

NOTE If you empty a frame which contains drawn graphics or text directly typed in ("untitled text"), a message will be displayed asking whether you are sure you wish to lose any graphics and untitled text. Click on **Yes** if you are sure, or on **No** to empty the frame of everything other than the graphics or untitled text.

Once a frame has been emptied you can place another item in it.

Hiding frames

When frame outlines are shown, they let you see where they are and how much space is left in them. Frame outlines (but not frame borders) can be hidden from view by clicking on **Show frames & columns** in the **View** menu or by using the keyboard shortcut. Hiding frames and columns gives you a preview of what the page will look like when printed. The **Show frames & columns** command is a toggle and is marked when frames and columns are shown.

Saving your document

Select the **Save** command in the **File** menu or use the keyboard shortcut to store your document on disk without changing its name. The document will remain on screen for further editing.

The **Save as** command in the **File** menu allows you to change the name of your document before you save it. When you select this command an Item Selector appears, allowing you to choose a new name and directory path for your file. As with all Item Selectors used in DESK*press*, the file extension appearing at the top of the Item Selector e.g. **.DTP** will be added to the new filename by default if you do not supply an extension for your file.

After being saved the document remains on screen so that you can carry on editing it.

NOTE To safeguard against losing your work due to power failure or equipment problems, you should save your documents onto disk at regular intervals (at least once every 15-20 minutes).

Saving DESK*press* default information

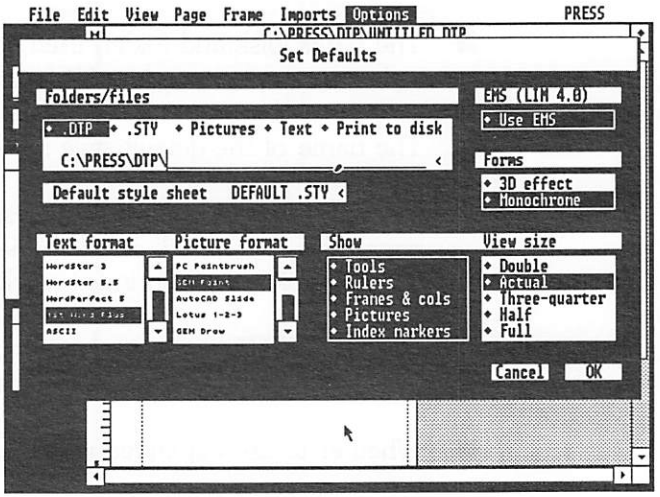
The following information can be saved and used as DESK*press* defaults:

- The paths (disk and folder) used for your DTP files, style sheets, pictures, text files, and print to disk files
- The name of the default style sheet
- The appearance of the DESK*press* desktop (selected page view size, whether tools, rulers, frames & columns, pictures, and index markers are shown)
- Whether DESK*press* runs in monochrome and whether forms look three-dimensional
- Whether to use expanded memory (EMS;LIM 4.0)
- Which printer font width table to use
- Settings for your draft and final printers (printer name, port, print offsets, number of paper trays, single or double-sided printing capability, etc.)
- Changes made to paper/page types

These settings are chosen using **Set defaults**, **Printer setup** and **Paper types** in the **Options** menu. These settings are saved when you use the options and click on **OK**.

To use the **Set Defaults** form, click on **Set defaults** in the **Options** menu:

Saving default information



To display or change the paths for your files, select the relevant option, e.g. **Pictures**, and edit the path displayed. Similarly, edit the name of the default style sheet. The other options on the form are chosen by clicking on them.

Abandoning changes to your document

Click on **Abandon changes** in the **File** menu to wipe out any *unsaved* changes to your document and reload the last saved version of the document from disk. A message is displayed, giving you the chance to cancel the command.

Deleting a file from disk

Use **Delete** in the **File** menu to delete unwanted files from your disk. Be careful when using this command as deleted files cannot be recovered.

Quitting DESK*press*

Click on **Quit** in the **File** menu or use the keyboard shortcut to exit from DESK*press*.

Summary

This chapter covers some of the basic information and techniques you need to start creating a document with DESK*press*. Refer to the chapters entitled *Working with text* and *Pictures and graphics* for further details on how to work on your document.

WORKING
WITH TEXT

3: Working with text

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This chapter tells you how to bring text into your document, and how to edit it.

Working with text files

This section describes how to import a text file into your document, flow it within frames, rename it, replace it, export it and delete it. It also describes how to repel text with an irregularly-shaped frame border.

Importing text

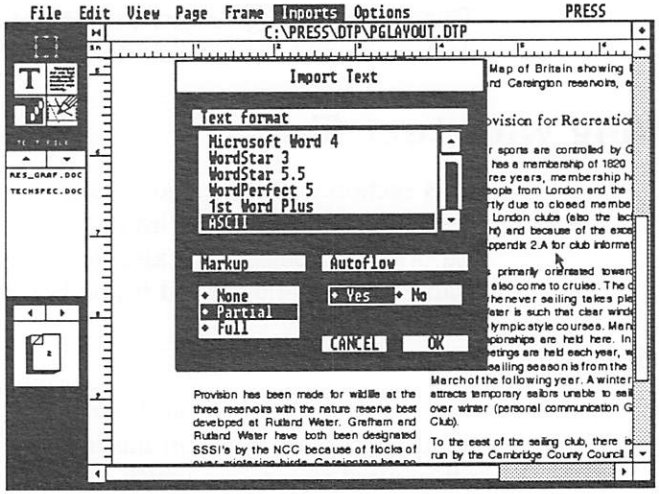
Text can be imported into your document from any of the word processors listed on the **Import Text** form or from other word processors which allow you to save documents in ASCII format. More specific information on preparing text with your word processor is found in the section "Preparing text for import" found in the chapter entitled *Reference section*.

To import a text file:

1. In Frame mode, click on **Import text** in the **Imports** menu. A form appears for you to choose the type of text you wish to import, whether it should be set for automatic text flow and whether any "markup" codes in the text are to be used for styling the text. (Automatic text flow is described later in this chapter and information on markup codes is found in the *Reference section*.)

2. Click on the name of the format in which your text was saved, select the **Autoflow** and **Markup** settings, then click on **OK**:

The Import Text form



3. An Item Selector is displayed, allowing you to select the text file you wish to import. Click on the name of the text file and click on **OK**. This name is added to the contents of the browser.

4. When you are ready to use the text, select the frame you wish to put it in, then click on the text name in the browser.

If you select a frame before importing the text, the text file will flow directly into that frame until either all the text has been placed or the frame is full.

If part of the text file you have flowed into a frame is still unplaced, the frame will have a dotted bottom edge. The rest of the text can then be flowed into subsequent frames. To do this, select the next frame, then click on the name of the text in the browser. The next part of the text will flow into the frame, either until it has all appeared or until the frame is full.

If you select a *group* of frames before importing some text, or before clicking on the name of the text file in the browser, the text is flowed into all the selected frames in the order in which they were added to the group.

Once you have selected a particular format on the **Import Text** form, that format will remain selected the next time the form appears, although you can, of course, select a different format if you wish.

NOTE No matter which word processor has been used to create the original text file, when it is imported into DESK*press* a new copy of it is made and stored within the document. The original text file is not altered in any way and remains available for future use. Once you have imported text into DESK*press* and edited it, you can export it for further editing with a word processor. Refer to the section "Exporting text" in this chapter for further details.

Linking text frames

Text files flow into frames in page order. For example, all the frames allocated to one text file on page 1 will be filled before the frames on page 2. If you already have frames linked to a text file on pages 1 and 3 and then decide to include some of it in a frame you have selected on page 2, you will find that the text which was in the frames on page 3 will automatically move over into the new frame on page 2. Subsequent sections of the text will also automatically flow in to replace the contents of the frames on page 3. In this way the text file will always retain a logical order within your document.

Where several frames containing the same text file appear on the same page however, text will flow into them in the order in which they were selected, no matter where they are placed on the page. You can change the order in which text has been flowed into these frames by selecting a frame that already contains part of the text file, then clicking on the text file name in the browser. The selected frame becomes the last frame into which text is flowed on that page, and the text in the other frames is adjusted for this new flowing order.

When existing frames are resized, the text is reformatted to fit, and if less or more text can be included, the text in subsequent frames is also adjusted so that it flows on correctly.

Automatic text flowing

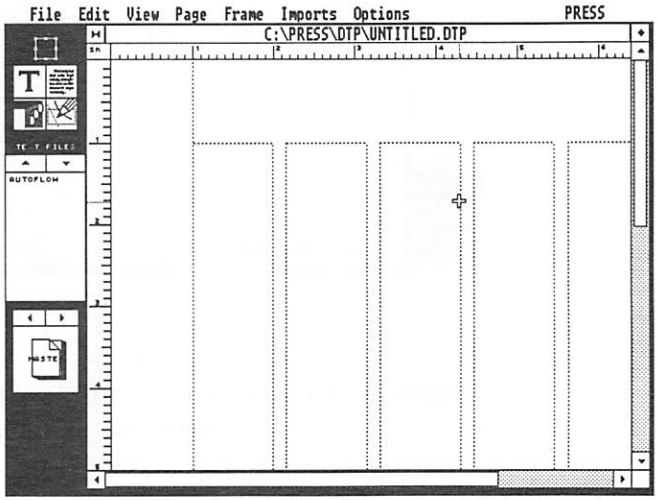
A powerful facility of DESK*press* is the ability to flow all of a text file into a document automatically, creating as many new pages and frames as are needed. In order to use this facility, you need to do two things:

- Create your frame(s) on the master page(s) and set them for automatic text flow
- Turn **Autoflow** on for a text file.

This is how you set up your frames for automatic text flow:

1. Click on **Go to master page** in the **Page** menu or use the keyboard shortcut.
2. Switch to **Frame** mode. Notice that the browser contains the word "**Autoflow**":

Automatic text flowing

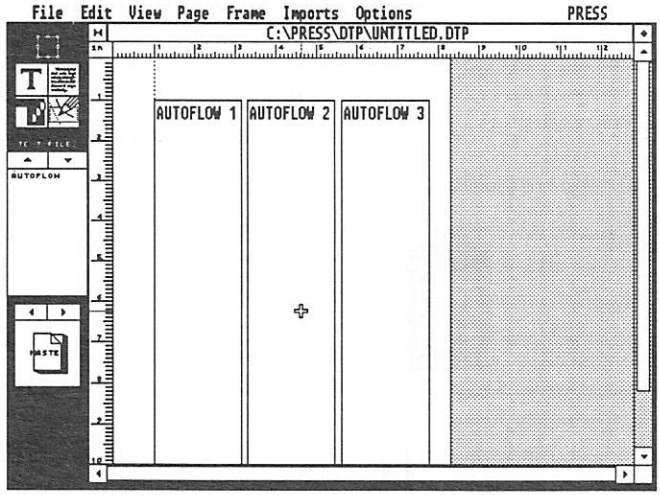


3. Draw the frames for your text.

4. Click on a frame to be set for automatic text flow, then click on **Autoflow** in the browser. The words **Autoflow 1** appear in the selected frame. (Clicking again on **Autoflow** in the browser turns off the setting for the selected frame.)

5. Repeat this process for every frame you wish to set for automatic text flow, being careful to select the frames in the order in which text is to be flowed into them. This order is displayed in each frame:

Selecting frames for Autoflow



Once you have set frames on your master page(s) for **Autoflow**, go to a page of your document which is not a master page to turn **Autoflow** on for your text file.

Autoflow can be switched on for a text file either at the time of import or afterwards. In order to set a text file for automatic flowing at the time of import, click on **Import text** in the **Imports** menu. When the **Import Text** form is displayed, click on the **Autoflow** Yes box and import your text in the usual way.

If the text file you wish to set for automatic text flowing has already been imported into your document, click on its name in the browser or on a frame containing the text file, then select **Rename** in the **Imports** menu. When the form is displayed, click on **Autoflow** Yes.

When you are ready to flow the text into your document using automatic text flow:

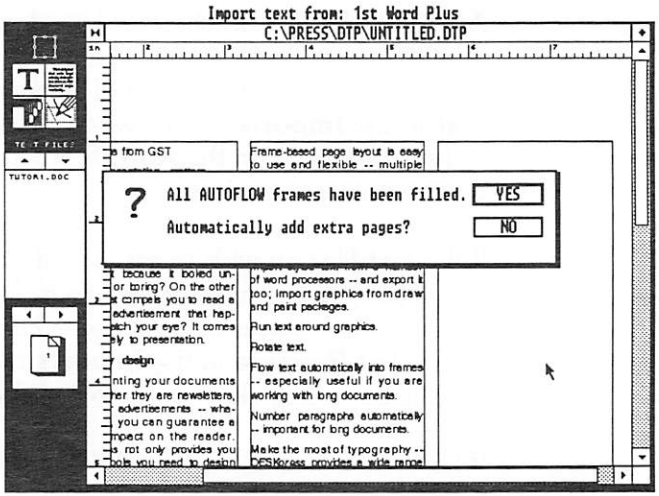
1. Select a frame that has been set for automatic text flow.

2. Click on the name of the text file in the browser.

3. If the text does not fully fit into the selected frame and into any others set for **Autoflow** on the same page, a message will be displayed, asking you whether you wish to add extra pages for automatic text flow.

4. Click on **Yes** to proceed or **No** to stop the process:

Autoflow message



Extra pages and frames are inserted into your document immediately after the first page into which you flowed the text file. If you cancel the automatic text flowing process, you can continue it at any time by selecting a frame set for automatic text flowing and then clicking on the text file name in the browser.

You can also use **Autoflow** when flowing text into a group of frames. The order in which frames are added to the group on that page overrides the **Autoflow** ordering on the master page(s). For **Autoflow** to work in this situation the last frame added to the group must be set for **Autoflow**.

After working on text which has been flowed into a document using **Autoflow**, it is possible that the text will no longer fit in its frames. To continue the **Autoflow** process, select a frame set for **Autoflow** which contains the text file or select an empty frame set for **Autoflow**, then click on the name of the text file in the browser.

Repelling text

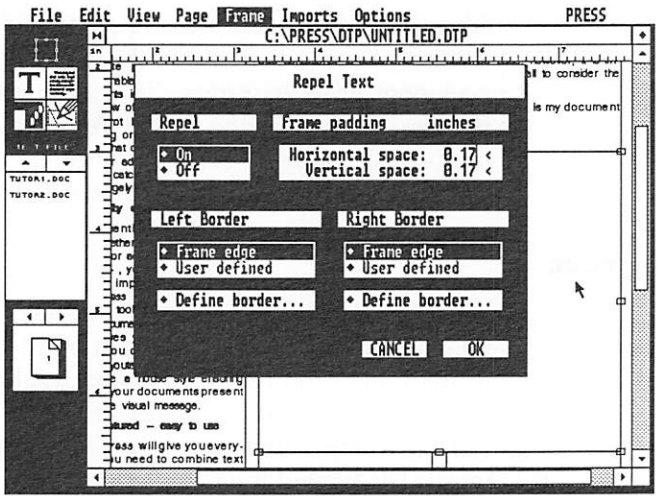
When a frame is superimposed on another frame which contains text, the top frame can be made to *repel* the text in the underlying frame. The text will be "pushed aside" by the top frame so that it always remains visible. If a frame is not set to repel text, and it has an opaque tint, any text which lies behind it will be hidden from view.

In order to turn a frame's repelling facility on or off:

1. In Frame mode, click on the frame to select it.

2. Click on **Repel text** in the **Frame** menu. The **Repel Text** form is displayed:

The Repel Text form



3. Click on **Repel** On or Off as appropriate.

   If a frame is set to repel text, you can specify the horizontal and vertical "padding" for that frame. Padding is space surrounding the frame border into which text cannot cross.

4. Click on the **Horizontal space** and **Vertical space** boxes in the **Frame padding** section of the form to enter the padding you require. **Vertical space** is space above and below the frame border, while **Horizontal space** is space on the left and right of the frame border.

NOTE It is not possible to flow text around *both* sides of a frame which is entirely contained within another frame.

Changing the shape of a frame border

Text is normally repelled by the rectangular frame border of the superimposed frame. You can create interesting effects by changing the shape of the left and right frame border so that text is repelled by an irregularly shaped border. This facility lets you flow text around an object, loosely following its shape.

To change the shape of a frame border:

1. In Frame mode, select the frame whose border you wish to change.

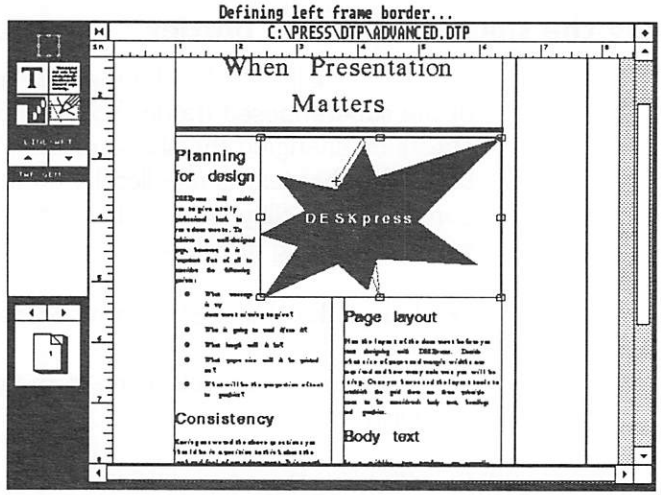
2. Click on **Repel text** in the **Frame** menu.

3. When the **Repel Text** form is displayed, click on **Repel** On.

4. To draw the left frame border, click on **Define border** in the **Left border** section of the form. The **Repel Text** form is removed and the page is redisplayed.

You can now draw a polyline (a series of line segments) to define the new left border of the frame. Notice that the first and last points of the polyline are already set for you, in the top centre and bottom centre of the frame:

Changing the shape of a frame border



At this stage you can cancel drawing a new border by pressing (ESC).

5. Click on each point which you wish the polyline to follow within the frame. You can specify up to 31 points, including the points in the top and bottom centre of the frame. Each point in the polyline must be further down the frame than the previous point.

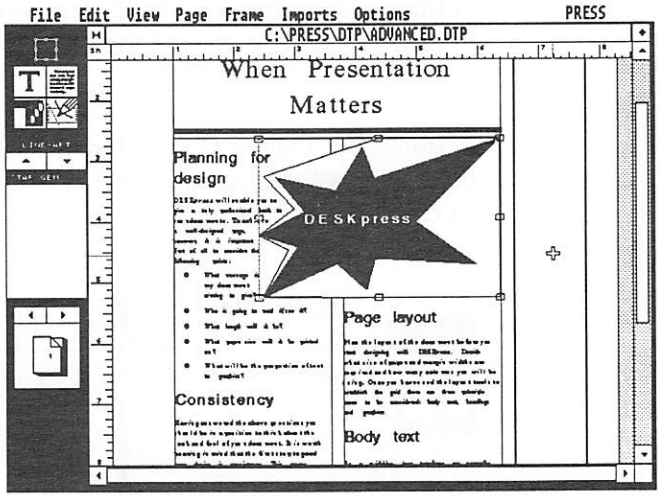
6. If you wish to delete the last point you have defined on the polyline, press (BACKSPACE).

7. To cancel the polyline you are drawing and start again, press (ESC). Doing so deletes all the points you have defined. (Press (ESC) twice to cancel the drawing.)

8. When you have finished drawing your polyline, double-click the mouse anywhere within the frame or the desktop, or press (RETURN). The **Repel Text** form will be redisplayed for you to define the right frame border in the same way if you wish to do so.

9. After defining the frame border(s), click on **OK** on the **Repel Text** form. If you click on **Cancel**, you will lose any polylines you have just drawn.

Redefined frame borders



Once you have drawn a polyline frame border, you can switch it off and restore the original frame edge by clicking on **Frame edge** on the **Repel Text** form. To switch the polyline frame border on again, click on **User defined** in the relevant section of the **Repel Text** form.

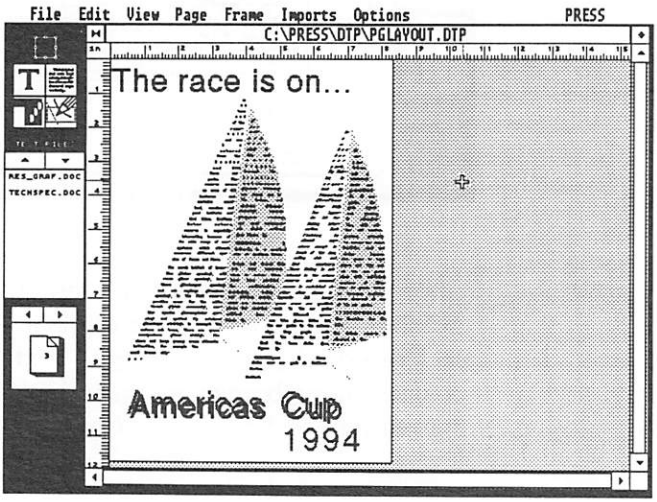
Once a polyline frame border has been drawn, you can draw another one to replace it by clicking on the **Define border** box relating to that border. A message will be displayed, asking you to confirm that you wish to replace the existing border.

You can turn **Repel** Off at any time using the **Repel Text** form. If you do so, you will not lose any polylines you have drawn. They will be saved for use should you later turn **Repel** On again.

A frame which has had its borders redefined retains its horizontal padding around the new borders for text repelling.

A frame tint only applies to that part of the frame contained within the new borders. You can use this feature to create interesting effects:

Using frame tints



NOTE If you wish to select, edit or style the text that lies in a frame beneath one which has had its borders redefined, you should first lock the frame which has the new borders (described in "Locking frames" in the chapter entitled *Starting work*).

Replacing a text file

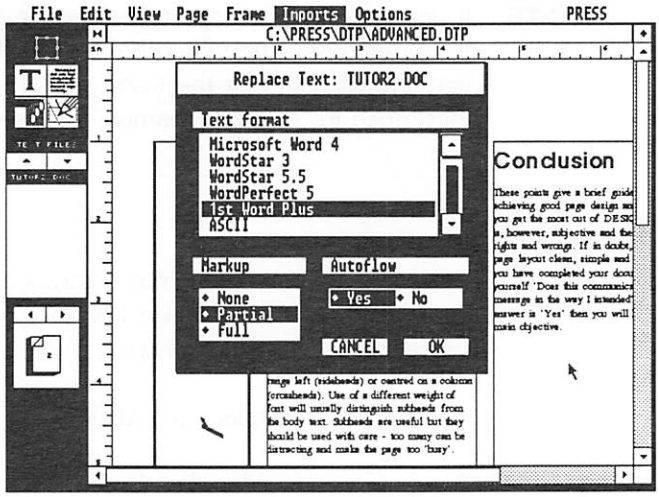
After flowing a text file into a series of frames within your document, you can replace it with a different text file while preserving the original flowing order.

This is how to replace a text file:

1. In Frame mode, click in the browser on the name of the file to be replaced or click on a frame containing the text file.

2. Click on **Replace text** in the **Imports** menu. The **Replace Text** form is displayed:

Replacing a text file



3. Select the text format of the replacement text file and its **Autoflow** and **Markup** settings.

NOTE The replacement text file will take on the **Autoflow** setting of the original text file by default.

4. When the Item Selector is displayed, select the name of the replacement text file and click on **OK**.

The replacement text file fills the frames occupied by the original text file, preserving the original flowing order. If the replacement text file does not fill all the frames, the remaining frames are left empty but assigned to the replacement text file. If automatic text flow was not selected and the replacement text file requires more frames than are available, the last frame displays a dotted bottom edge to show that part of the text is unplaced. Should this happen, select another empty frame and continue flowing the text into your document in the usual way.

If the original text file was set for automatic text flow, and the new text file requires more frames, a message is displayed asking you whether you wish to add pages and proceed with automatic text flow. If you click on **Yes**, new pages and frames are added after the page containing the last frame occupied by the old text file, until all of the replacement text file has been placed in your document.

The name of the original text file remains in the browser for you to use again. However, when replacing a text file with another one of the same name (perhaps an updated version of the same text file), you will be asked whether you wish to delete the original text file from the browser.

Naming text

To rename a text file in your document click on the name of the text file in the browser or on a frame containing the text file, then click on **Rename** in the **Imports** menu. When the form is displayed, edit the name displayed in the box. Press (ESC) to clear the old name and type a new one. You can type a name up to 8 characters long and a three letter file extension, e.g. TUTORIAL.DOC.

You can also change the **Autoflow** setting of your text on this form. When you have finished, click on **OK**.

Text typed directly into a frame can also be given a name. You should do this if you wish to flow the text into another frame or export the text.

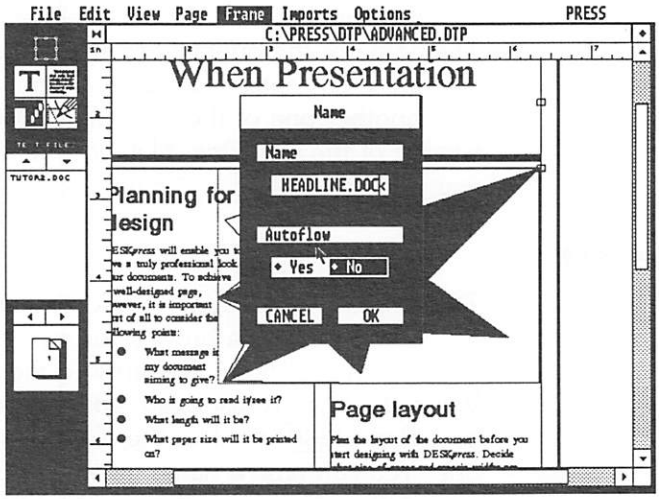
To give the text a name:

1. In Frame mode, select the frame containing the text you wish to name by clicking on it.

2. Click on **Name text** in the **Frame** menu to display the **Name** form.

3. Type a name up to 8 characters long and a three letter file extension:

Naming text



4. If you click on **Cancel** at this point, the text will remain unnamed.

5. Change the **Autoflow** setting for the text.

6. Click on **OK** when you have finished. The name you have typed is displayed in the browser. The text can now be treated in the same way as any text file imported from disk e.g. flowed into frames and exported.

Exporting text

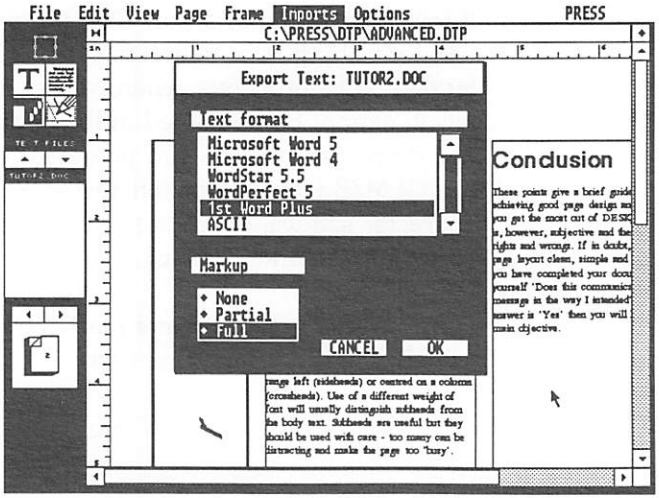
Once you have imported text into DESK*press* and made some changes, you may wish to export it for further editing with your word processor. You can only export named text, so if you wish to export text that you have typed directly into a frame, you should first use **Name text** in the **Frame** menu to give it a name.

To export a text file:

1. In Frame mode click on a frame containing the text file you wish to export or click on the name of the text file in the browser.

2. Click on **Export text** in the **Imports** menu. The **Export Text** form is displayed:

The Export Text form



3. Select the text file format you require and whether you wish to retain markup codes in the text, then click on **OK**.

4. When the Item Selector appears, select an appropriate folder and type a name for the text file.

5. Click on **OK**.

The start of exported text can contain definitions for all the paragraph styles used by that text at the time it was exported. You can choose whether to have these definitions in the exported text by making the appropriate selection on the **Export Text** form. Click on **Full** if you want to have these definitions, or click on **Partial** if you want "markup" information without the definitions. No markup codes will be contained in the text if you select **None**.

If text is exported in a particular word processor format, text formatting information is converted to the codes used by that word processor wherever possible. Any information which cannot be converted in this manner (e.g. text styles not supported by the word processor or characters from the GEM/3 international character set that are not in its character set) will be inserted into the text in the DESK*press* markup format.

(Information on DESK*press* markup codes and their use is found in the *Reference section*.)

Deleting a text file

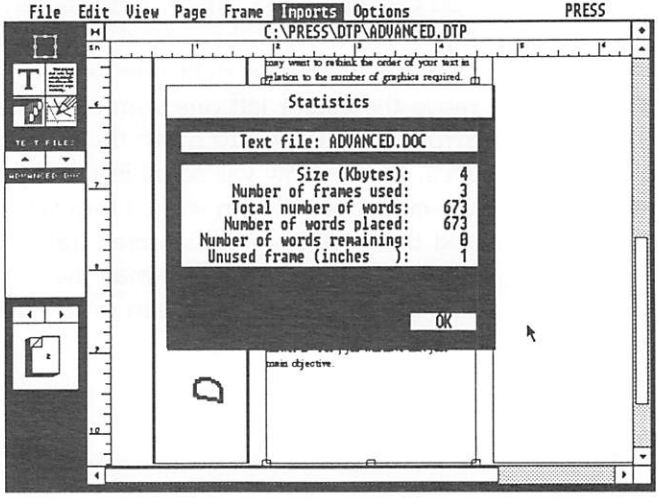
If you wish to delete a text file from a document, switch to Frame mode and click on its name in the browser (or select a frame containing the text file). Click on **Delete** in the **Imports** menu. Before the text file is actually removed, a message is displayed giving you the chance to cancel the command.

NOTE Deleting a text file from your document does not affect the original text file on disk. If you wish to remove the original text file from disk you should use **Delete** in the **File** menu.

Finding the status of your text or document

Information about the size of a text file, how many frames it currently occupies, and how much of it remains to be placed can be obtained by double-clicking on the name of the text file in the browser:

Statistics of a text file



Alternatively, click on a frame containing the text file and select **Statistics** in the **Imports** menu.

Click on **Status** in the **Options** menu to display information about the current document, including the number of pages and words in the document and the amount of space left on the selected disk.

Editing text

Text mode is used for typing in new text and for making amendments to existing text. You can insert additional text by positioning the text cursor within a frame and typing it.

Moving the cursor

To display the text cursor, select Text mode in the toolkit, and when the I-Beam appears, click within some text or in an empty frame. A narrow vertical line (text cursor) appears.

You can move the cursor using the arrow keys or reposition it using the mouse pointer. Press CONTROL → to move the cursor right one word or CONTROL ← to move the cursor left one word. If while typing or using the arrow keys you try to move the text cursor out of the work area, the window will scroll in the right direction so that the cursor remains in view. However, if you type in more text than will fit in the selected frame, the cursor may disappear from view. You may then need to resize the frame or delete some text in order to restore the cursor to view.

The character set

The number of different fonts available will depend on the equipment you are using. There will be a minimum of two different fonts (one with and one without serifs), and at least eight different point sizes. Users of printers with scalable fonts (e.g. PostScript) can additionally select custom point sizes up to a maximum of 250 points.

If your keyboard has accented characters e.g. é, then these characters will be accepted directly from the keyboard. To type in characters which are not on your keyboard, but which belong to the GEM/3 International character set, hold down (ALT) and type the appropriate decimal number on the numeric keypad. The GEM/3 International character set is listed in the chapter entitled *Reference section*.

In addition to the normal keyboard characters, a range of other characters is available for use either as the introductory symbol of a bullet paragraph, or elsewhere within the text. You can insert Zapf Dingbats and Symbols characters (if you have these fonts) at the cursor position in **Text** mode by selecting the font in the **Style** menu, holding down (ALT) and typing the appropriate decimal code on the numeric keypad.

Bullets required for introducing specially formatted paragraphs are selected in paragraph mode (see "Bullets" in the chapter entitled *Giving your document a style*).

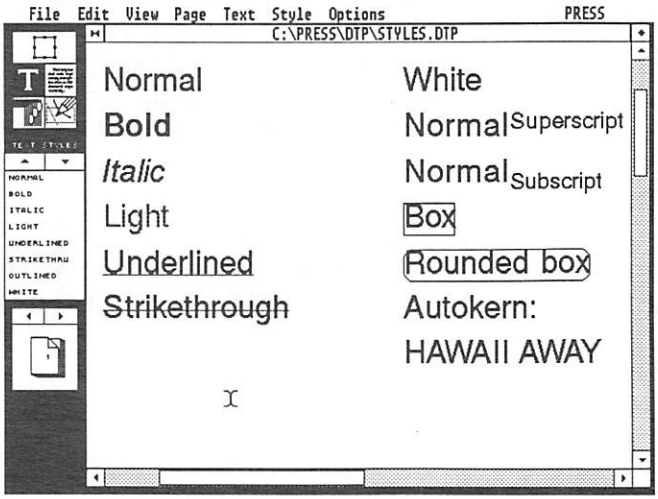
Typing in text

You can type text into an empty frame until the frame is full. If you wish to flow the text into another frame, you must first switch to Frame mode and use **Name text** in the **Frame** menu to give the text a name.

If a new style selection is made while the text cursor is in the text, text typed in from that point onwards will take on the selected style. If you move the cursor to another position, any text typed in will take on the style of the surrounding text.

You will notice that the **Style** menu and browser items act as toggles. A style selection can be turned on or off by clicking on that style option. The **Style** menu and browser also contain a **Normal** style option which resets the text style to that of the paragraph style.

Text styles



It is possible to preset the style of text you wish to use by positioning the text cursor and making the appropriate selection either on the **Style** menu or in the browser, or using the keyboard shortcuts where these are available. Style selections which are currently in force are marked in the **Style** menu and highlighted in the browser. Many of these styles can be used in combination.

You can also preset the font and point size of text you wish to type by positioning the text cursor and choosing **Font & size** from the **Style** menu before you type in your text. You will notice that when **Strict** is selected on the **Font & Size** form, the text style is listed with the name of the font in the list of fonts. More about the **Strict** and **Lax** settings is found in the section "Font and point size" in the chapter entitled *Giving your document a style*.

If you press (RETURN) to start typing a new paragraph, the text of the new paragraph takes on the style selections of the previous paragraph.

You can also change the paragraph style of text in Text mode if you have assigned function keys to your paragaph styles. Insert your text cursor within the text and press the appropriate function key. Assigning function keys to paragraph styles is described in the chapter entitled *Giving your document a style*.

NOTE Changes to the font or size of text can also be made after it has been typed in and then selected as a paragraph or a block (see "Restyling a Block of Text" in this chapter and "Font and size" in the chapter entitled *Giving your document a style*).

Deleting text

Text to the left of the cursor can be deleted one character at a time by pressing (BACKSPACE), while text to the right of the cursor can be deleted by pressing (DEL).

You can also delete entire blocks of text. This is described in "Cutting, copying and pasting a block of text", later in this chapter. Other ways of editing your text are described in the following sections.

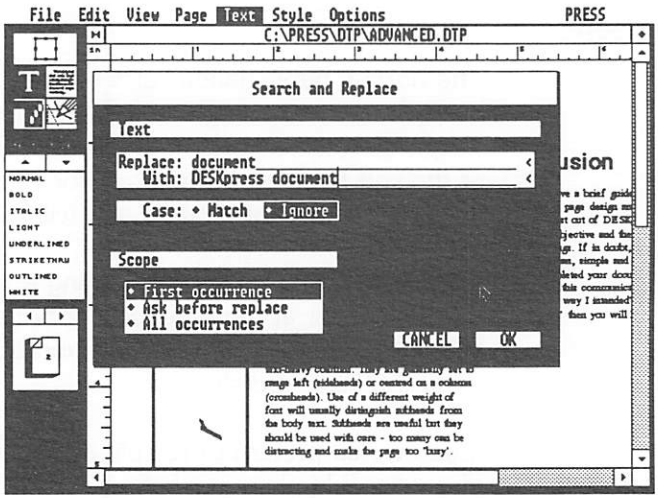
Search and replace editing

In order to use DESK*press*'s search and replace facility, you need to select Text mode and insert the text cursor where you wish to start the search or replace action. If you have more than one text file in your document, you need to place your text cursor within each text file in turn, as searching and replacing only works within a single text file at a time.

Use the **Search** command in the **Text** menu or the keyboard shortcut to look through your document for a string of text. If DESK*press* finds the string, it is marked as a block.

Search & replace in the **Text** menu works very much like **Search**, except that you can ask DESK*press* to replace one string of text with another:

The Search and Replace form



To continue a **Search** or **Search & replace**, click on **Search again** in the **Text** menu or use the keyboard shortcut.

NOTE **Search**, **Search & replace**, and **Search again** only work from the position of the text cursor, and in one direction (from the beginning to the end of your text file).

Line breaks

Press (CONTROL) (RETURN) to insert a line break in your text. A line break begins a new line without starting a new paragraph. The space between the new line and the line of text above it will be the leading (interline spacing) for the paragraph style and *not* the paragraph's **Space above** setting (which is inserted above every new paragraph). More information on the leading and space above of a paragraph is found in the chapter entitled *Giving your document a style*.

Soft hyphens

The normal hyphenation rules used by DESK*press* can be overridden by inserting a soft hyphen into the text. If the word needs to be broken, it will be broken at the position of the soft hyphen. If the word does not need to be broken the hyphen will not be used and will not appear on screen.

There are two methods of inserting a soft hyphen. Insert the text cursor at the required position, then insert the soft hyphen by clicking on **Soft hyphen** in the **Text** menu or using the keyboard shortcut.

If you would prefer not to split a particular word at all, place a soft hyphen just before its first letter. Automatic hyphens will not be placed in that word even if it occurs in the hyphenation zone at the end of a line.

You can "pre-tag" words in a word processor file with soft hyphens before importing the file into DESK*press*. Further information is found in the chapter entitled *Reference section*.

NOTE If there are words that you never wish to be hyphenated, or which you wish to be hyphenated in a special way, you can edit the hyphenation exceptions dictionary. More information is found in the chapter entitled *Reference section*.

Hard spaces

Use a hard space to link words or numbers which you do not wish to be split over different lines during justification, such as:

Names	'Judith Kirkland'
Telephone numbers	'081-200 0200'
Addresses	'5 Palm Grove Avenue'
Trademarks	'1st Word Plus'

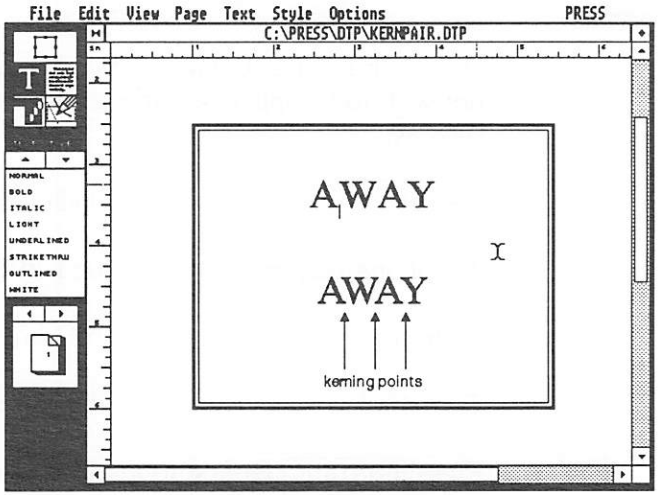
Press (CONTROL) **Space** to insert a hard space at the position of the text cursor.

Adjusting the space between two characters (kerning)

Kerning is the ability to adjust the space between letters. Because of their shape some letters can look unbalanced when they are next to each other. This is especially noticeable when sloping sided characters form part of a headline and are in uppercase.

An example is the word 'AWAY'. You may wish to move the letters of the word 'AWAY' closer together. To do this, place the text cursor between the letters you wish to move, then press (ALT) **K** as many times as necessary to reduce the space between the letters by the desired amount. Each use of (ALT) **K** moves the pair of characters *together* by half a point.

Kerning two characters



Kerning of pairs of letters can also be carried out using the **Kern** command in the **Text** menu. When using this method the space between the letters can be increased or decreased, so excessive kerning produced with the (ALT) **K** keys can be corrected.

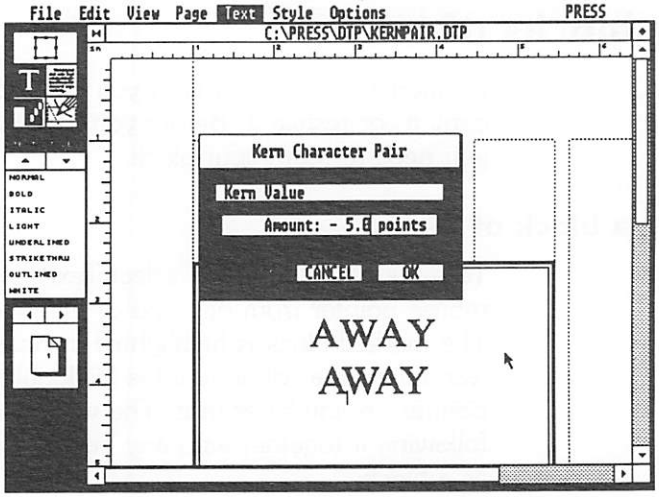
This is how to use the **Kern** command:

1. Place the text cursor between the letters you wish to adjust, then select the **Kern** command.

2. The amount of kerning is measured in "points". On the **Kern** form, type the amount of extra kerning required at the text cursor position and click on **OK**.

3. The symbol to the left of the measurement represents the direction of the kerning: + to increase the space, - to decrease it. You can alter the direction of kerning from one to the other by clicking on this symbol:

The Kern form



DESK*press* provides an automatic kerning facility for kerning a marked block of text or entire paragraphs. Automatic kerning makes use of kerning tables which provide information on how pairs of letters should be kerned.

To kern a block of text automatically, mark the block of text using the text cursor and click on **Autokern** in the **Style** menu or in the browser.

NOTE The automatic kerning facility can be switched on or off for individual paragraph styles. Further information is found in the chapter entitled *Giving your document a style*.

You can insert kerning information into your text before importing it into DESK*press*. For further information please refer to the chapter entitled *Reference section*.

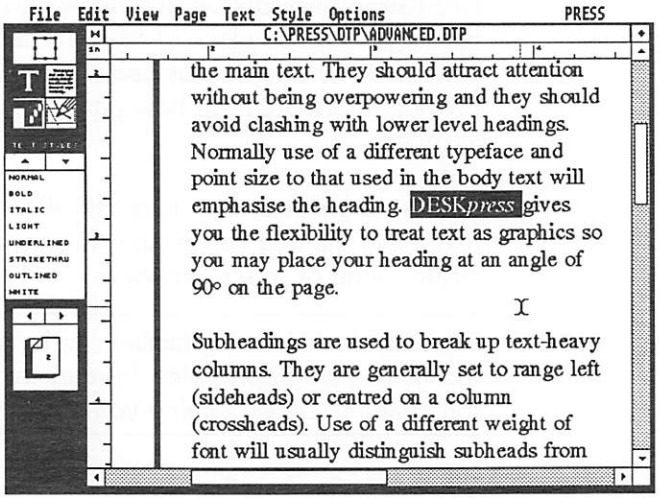
Using blocks of text

By marking a block of text, you can move it, delete it, copy it, or restyle it. Before you can try these options out, you need to mark your block.

Marking a block of text

To mark a block of text, select Text mode and drag the mouse pointer from one end of the block to the other. The marked block is highlighted in reverse video. A quick way to mark a whole word is to double-click the mouse pointer on any letter in it. The word and the space following it together with any punctuation will be marked as a block:

A marked block of text


File Edit View Page Text Style Options
PRESS
C:\PRESS\DTP\ADVANCED.DTP
NORMAL
BOLD
ITALIC
LIGHT
UNDERLINED
STRIKETHRU
OUTLINED
WHITE
the main text. They should attract attention without being overpowering and they should avoid clashing with lower level headings. Normally use of a different typeface and point size to that used in the body text will emphasise the heading. DESKpress gives you the flexibility to treat text as graphics so you may place your heading at an angle of 90° on the page.
Subheadings are used to break up text-heavy columns. They are generally set to range left (sideheads) or centred on a column (crossheads). Use of a different weight of font will usually distinguish subheads from

Restyling a block of text

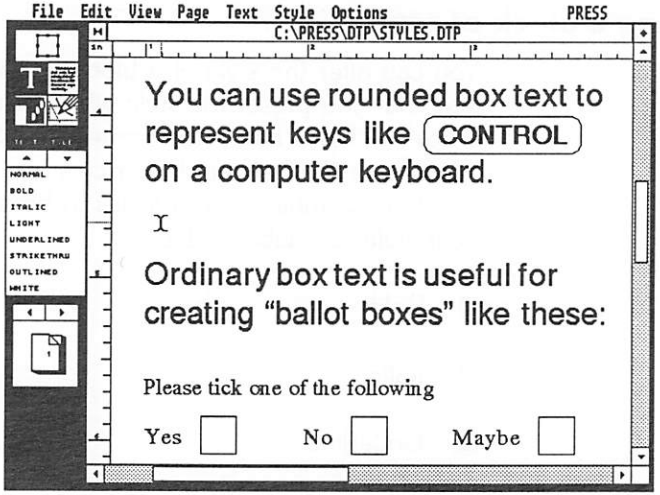
You can alter the style of a block of text in much the same way that you preset the style when inserting new text. Once the block has been marked, the **Style** menu, the browser or the keyboard shortcuts can all be used to select a style or combination of styles to be applied to that block. Text styles available include:

- Bold
- Italic
- Underline
- Light
- Strikethrough
- Subscript and Superscript
- Box and rounded box.

Strikethrough, where a line is drawn through the letters, is useful in legal/contractual work. The thickness of this line is relative to the point size of the text.

Box text draws a box around the selected block. You may wish to insert a hard space (CONTROL **Space**) at either end of the selected block so that the text does not run too close to the box. To increase the size of the box vertically, type in a hard space in a larger point size by selecting the size using **Font & size** in the **Style** menu and pressing CONTROL **Space**. You may also wish to style the marked text in a point size smaller than that used by its paragraph style:

Some box text


File Edit View Page Text Style Options
PRESS
C:\PRESS\DTP\STYLES.DTP
You can use rounded box text to represent keys like CONTROL on a computer keyboard.
Ordinary box text is useful for creating "ballot boxes" like these:
Please tick one of the following
Yes
No
Maybe

Rounded box text is similar to **Box text**, but draws a round cornered box around the text. The size of the box is proportional to the point size of the paragraph style.

NOTE **Outlined** text is only available if you are using a PostScript printer or have the outlined fonts available.

You can change the case of a marked block using **Uppercase** and **Lowercase** in the **Text** menu. **Capitalise** changes the first letter of every word in a marked block to uppercase and the other letters in the block to lowercase.

(See also "Changing Text Style" in the chapter entitled *Giving your document a style* for details of how to change the text style of entire paragraphs.)

You can also change the font and point size of a marked block by clicking on **Font & size** in the **Style** menu. Make the selections you require on the **Font & Size** form, then click on **OK**.

The marked block takes on the characteristics you have chosen. You can choose custom sizes of a font if your printer uses scalable fonts (e.g. PostScript). Should you increase the size of your text to such an extent that even the first character will not fit into the chosen frame, you will be left with a frame which appears empty but into which you are unable to insert any text. To make the text appear again, you will have to enlarge the frame.

Cutting, copying and pasting a block of text

To cut a marked block of text to the "clipboard", you can do one of the following:

- Click on **Cut** in the **Edit** menu
- Use the keyboard shortcut.

Each time a block of text is cut to the clipboard it replaces any text which was already there.

To copy a marked block of text onto the clipboard without deleting it from the document, click on **Copy** in the **Edit** menu or use the keyboard shortcut. Once more, any text on the clipboard will be replaced by a copy of the marked block.

To paste the contents of the clipboard into a document, position the text cursor and do one of the following:

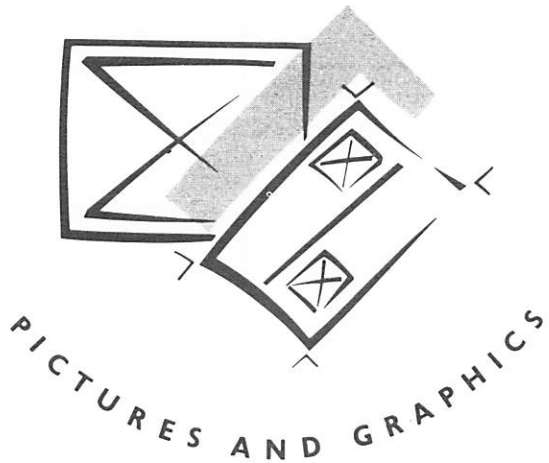
- Click on **Paste** in the **Edit** menu
- Use the keyboard shortcut.

You can paste as many copies of the same block of text into as many documents as you like. The block of text is pasted at the position of the text cursor. (Deselect any marked block before pasting.)

To delete a marked block of text *permanently* from your document, click on **Delete** in the **Edit** menu or press (DEL).

Summary

This chapter describes how to work with text files and edit text with DESK*press*. Styling entire paragraphs of text is described in the chapter entitled *Giving your document a style*.


PICTURES AND GRAPHICS

4: Pictures and graphics

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Summary 109

This chapter describes how to work with pictures and graphics in your document.

Working with pictures

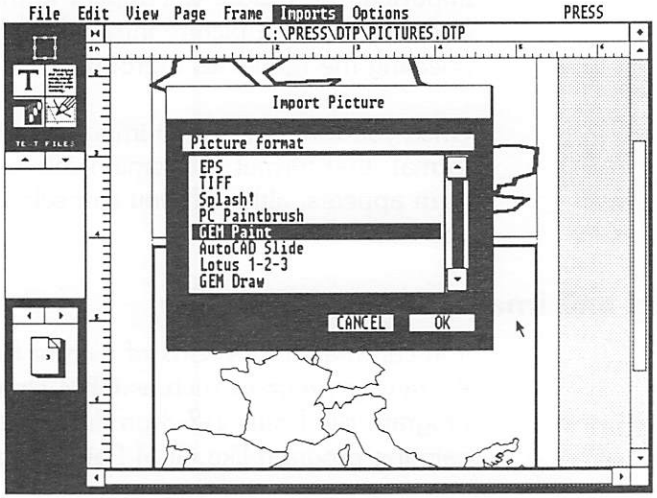
With DESK*press* you can include pictures in your document from GEM® Draw™, Lotus 1-2-3®, Lotus Freelance®, Harvard®, and many popular art packages.

Importing pictures

To load a picture into your document:

1. In Frame mode, click on **Import picture** in the **Imports** menu. The **Import Picture** form is displayed:

The Import Picture form



2. Select the picture format and click on **OK**. An Item Selector is displayed so that you can select the picture you wish to import.

3. Find the name of the picture and click on it, then click on **OK**. The name of the picture is added to the contents of the browser ready for future use.

4. When you are ready to use the picture, click on a frame to select it, then click on the picture name.

Once a picture is listed in the browser, it can be used again and again in as many different frames and on as many different pages as you like, simply by selecting a frame and clicking on the picture name each time you wish to use it. If a frame or group is selected before the picture is imported, the picture will appear in the selected frames. You can import a picture into a group of frames by first selecting the frames as a group.

Once you have chosen to import a picture in a particular format, that format will remain selected the next time the form appears, although you can select a different format if you wish.

Line-art and images

You can use various sorts of picture file in your document. A drawing program such as GEM Draw or a spreadsheet program like Lotus 1-2-3 produces "line-art" files, while a painting program like GEM Paint produces "image" files.

A graphics library is provided with DESK*press*. Details of this library are found in the DESK*press Installation and Getting started* manual.

Encapsulated PostScript (EPS) files

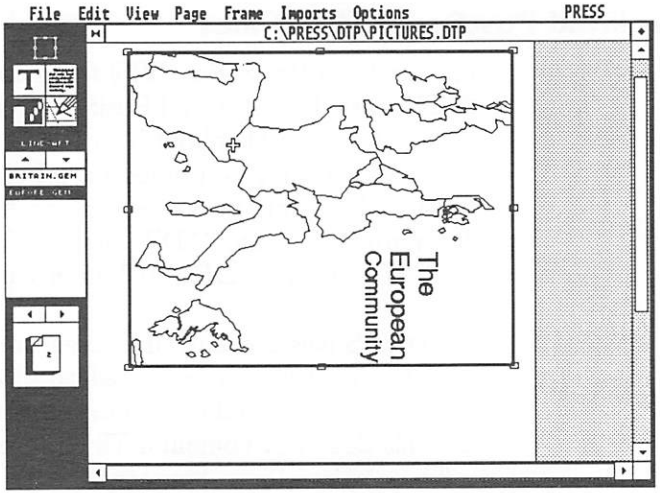
Encapsulated PostScript (EPS) files can be imported into DESK*press*. Encapsulated PostScript is a means of storing information in a file about how to print a page or picture. EPS files can only be printed on a PostScript printer. Advanced drawing packages such as Adobe™ Illustrator 88™, AutoCAD™, Aldus® Freehand™, GEM® Artline™ and COREL*DRAW!*™ all produce EPS files.

Some EPS files contain TIFF screen representations. If so, the EPS file will be represented on screen and the TIFF image can be printed on a non-PostScript printer. If an EPS file does *not* contain a TIFF screen representation it will be displayed as a box containing a diagonal cross with the name of the EPS file in its centre. A flag symbol will be displayed in the box to show the orientation of the picture.

Rotating and flipping line-art

DESK*press* can rotate and flip line-art and EPS files, giving you great flexibility in the use of line-art. To rotate or flip line-art, select the frame containing the picture in Frame mode and click on the appropriate command in the **Edit** menu. **Rotate left** and **Rotate right** rotate the selected line-art 90° left or right:

Rotating line-art



Flip vertically flips the selected line-art from top to bottom while **Flip horizontally** flips it from right to left.

When an EPS file is rotated or flipped the direction of the rotation or flip will be indicated by a flag symbol in the picture frame. If you flip a line-art picture containing text, the text will not be flipped unless it was *drawn* when the picture was created.

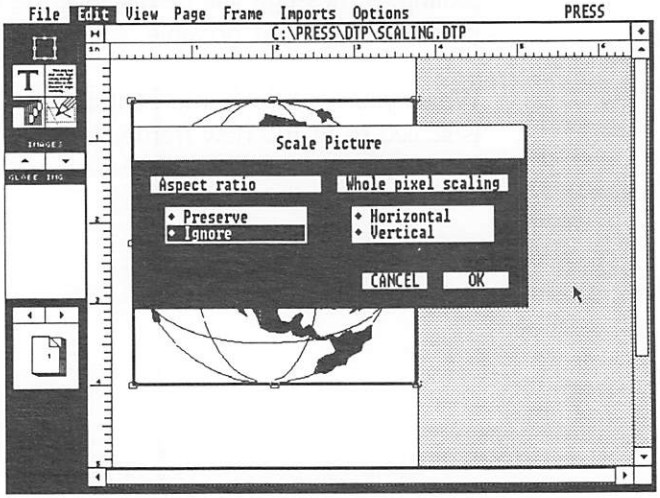
NOTE When an EPS file is rotated or flipped, any associated TIFF screen representation will not be displayed on screen. Instead, the picture will be replaced by a box containing a diagonal cross with the name of the EPS file in its centre.

Scaling images

Images can be scaled within DESK*press*. To scale a picture, switch to Frame mode, select the frame containing the image, then click on **Scale picture** in the **Edit** menu. The **Scale Picture** form allows you to choose:

- Whether to preserve the *aspect ratio* of the picture (so that circles are always circular), or to ignore it (so that circles may be stretched into ellipses)
- Whether to select *whole pixel scaling* horizontally, vertically, or both.

The Scale Picture form



If an image is enlarged with **Whole pixel scaling** turned off, DESK*press* may not represent each of the original pixels of the image by the same number of pixels when it is reproduced at the new size. This can result in tartan or moiré-type patterns appearing in the reproduced image.

When **Whole pixel scaling** is turned on, DESK*press* will attempt to represent each one of the original pixels by an *equal* number of pixels at the new size. Unwanted pattern effects will not be produced, but the resulting image may be smaller than the actual frame.

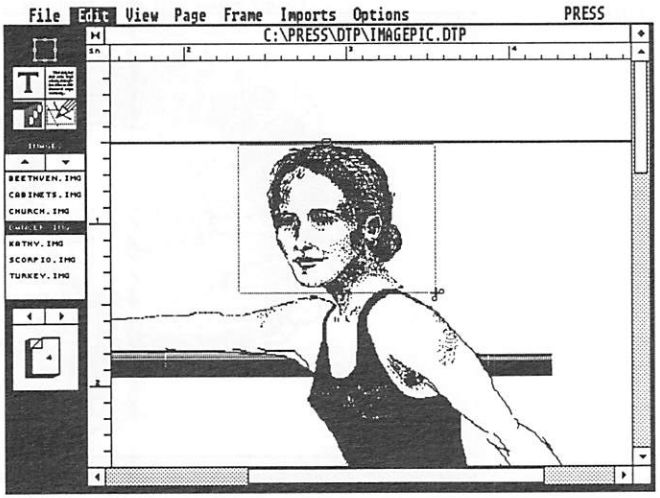
If **Whole pixel scaling** is turned on, but the selected frame is too small in one or both directions to allow scaling, a message will be displayed telling you that whole pixel scaling is not possible.

When you resize a frame containing a picture, the picture is scaled to fit the new frame size.

Cropping images

Select **Crop picture** in the **Edit** menu to mask unwanted areas of a picture. The mouse pointer changes to a pair of scissors, and you can then drag a "rubber box" inside the picture to mark the portion to be shown. The part of the picture within the rubber box expands to fill the whole frame. The original picture remains unaffected, and can be restored by using **Clear** in the **Frame** menu to empty the frame, then reselecting the picture name in the browser.

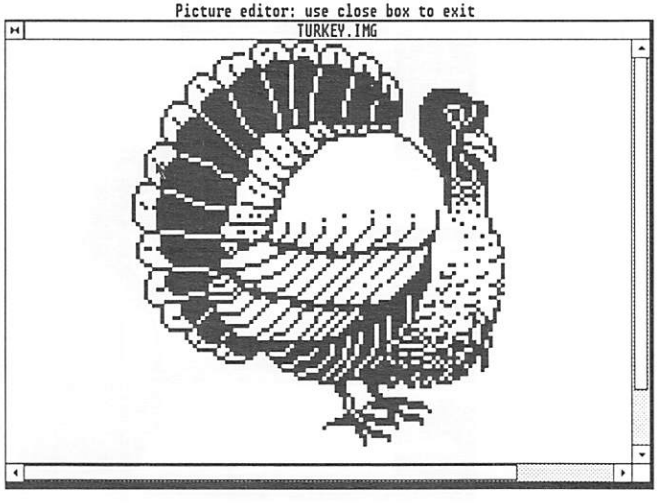
Cropping images



Editing images

Use **Edit picture** in the **Edit** menu to edit the image in the selected frame. DESK*press* will open a new window showing the picture enlarged. You can then "toggle" individual pixels by clicking on them with the mouse. Click on the close box to save the edited picture or abandon the edits and return to the original picture. All copies of the picture in your document will reflect your edits. The original picture on disk remains unaffected by any edits.

Editing images



NOTE You can only use **Scale picture, Crop picture**, and **Edit picture** when you are in Frame mode *and* have selected a frame containing an image file.

Hiding pictures

To turn off the display of pictures, thus considerably increasing the speed at which the screen is redrawn, select **Show pictures** in the **View** menu or use the keyboard shortcut. This command is unmarked when your pictures are turned off and the pictures themselves are replaced by a box containing a diagonal cross and the picture name.

You cannot crop pictures when they are hidden.

Replacing pictures

If you wish to replace one picture with another, select the frame containing the picture in Frame mode, click on **Clear** in the **Frame** menu to empty it, then click on another picture name in the browser.

Renaming pictures

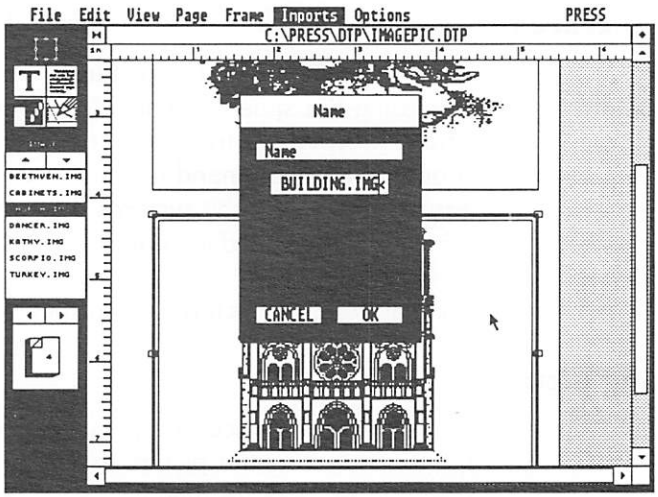
Pictures that you import into your document can be given a different name. Renaming the picture does not affect the name of the picture on disk, but only changes the name displayed in the browser and saved in the DESK*press* document.

To rename a picture, follow these steps:

1. In Frame mode, click on the title of the browser until the browser displays the name of the picture you wish to rename.

2. Select the picture name in the browser or a frame containing the picture and click on **Rename** in the **Imports** menu:

Renaming pictures



3. Delete the old name on the form and type the new name. You can type a name up to 8 characters long, with a three letter extension, e.g. `PICTURE1.IMG`.

4. Click on **OK** when you have finished. The name you have typed is displayed in the browser.

NOTE If you delete an old picture name on the form and click on **OK** without typing in a new name, the picture retains its old name.

Deleting pictures

If you inadvertently load the wrong picture, you can remove its name from the browser by clicking on a frame containing the picture or on its name in the browser, then clicking on **Delete** in the **Imports** menu. A message will appear, asking you to confirm the deletion.

If you have already loaded the picture into one or more frames the picture will be removed from them.

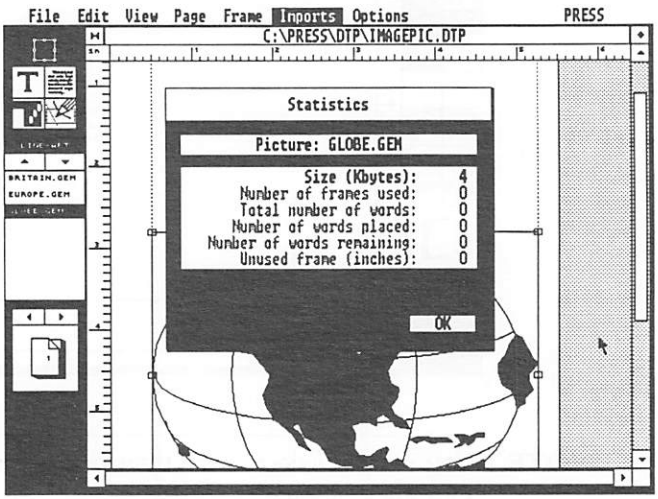
NOTE Deleting a picture from your document does not delete the original picture file from *disk*. If you want to delete a file from disk, use **Delete** in the **File** menu.

Displaying the statistics of a picture

In order to display a form with information relating to the size of a picture, do one of the following:

- Double-click on the picture name in the browser
- Select the picture name in the browser or click on a frame containing the picture, then click on **Statistics** in the **Imports** menu.

Statistics of a picture



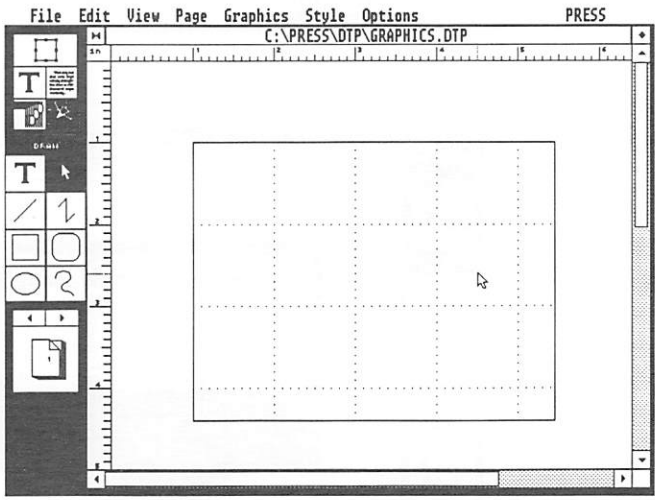
Working with graphics

Use Graphics mode to draw simple pieces of line-art in your document. If you wish to do more complex drawings, use your favourite drawing program and then import them into DESK*press*. When Graphics mode is selected, the browser is replaced by a panel of drawing tools.

Selecting a frame

You can either draw graphics in an empty frame, or add graphics to a frame containing text or a picture. Switch to Graphics mode, then click in a frame to select it. When a frame is selected it is filled with small dots at the grid points:

Selecting a frame



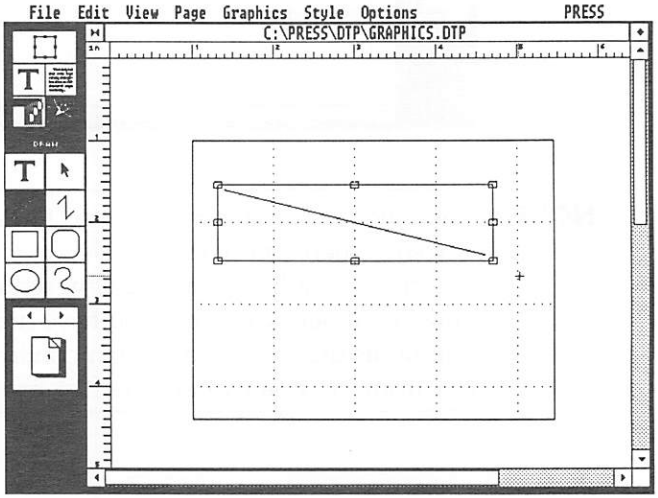
NOTE You cannot select more than one frame at a time in Graphics mode.

Drawing graphics

Having selected a frame, you are ready to use the drawing tools. First select the drawing tool you require by clicking on its icon in the browser. You can draw straight or free-hand lines, or a variety of shapes such as squares, circles, or polylines. The graphics text tool is used for graphics text.

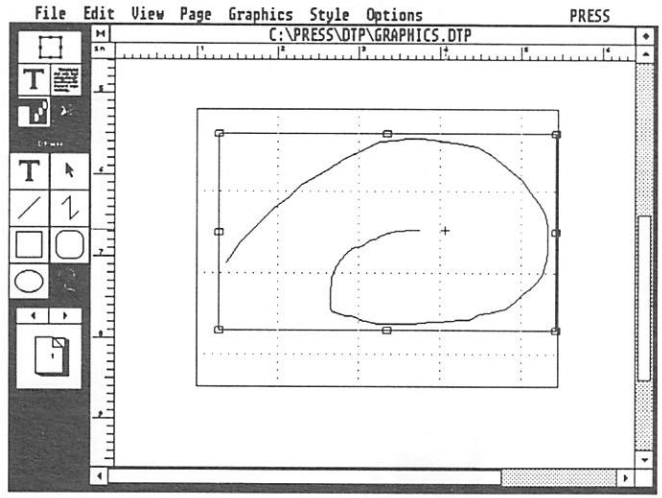
To draw a *straight line*, select the straight line icon, then click and hold down the mouse button in the frame at the point where you wish the line to begin. Drag across to where you wish the line to end and release the mouse button. A straight line is drawn joining the two points. The line is surrounded by handles which can be used to make further adjustments to it.

Drawing a straight line



To draw a *free-hand line*, select the free-hand line icon, then click and hold the mouse button down at the point where you wish the line to begin. Follow the path where you wish the line to go with the mouse pointer and release the button when you reach the line end.

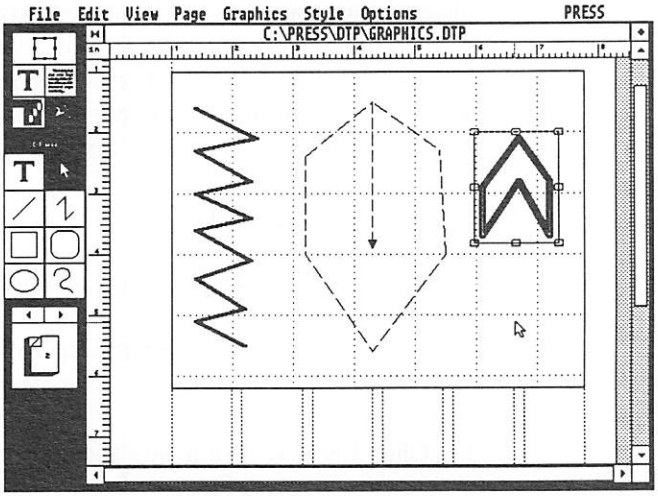
Drawing a free-hand line



NOTE The amount of memory allocated to each free-hand line is limited. When your line exceeds the memory limit, the drawing tool will temporarily stop working. To continue drawing, deselect the line you have drawn by clicking outside its graphics frame, then continue drawing a new line from the point where the first line finished.

To draw a *polyline*, select the polyline icon, then click the mouse button at the point where you wish the shape to start. Move to the next corner of the shape, click again at that corner, and at each subsequent corner until the shape is complete. When the shape is complete, double-click to mark its end.

Drawing a polyline



Shapes such as *ellipses* and *rectangles* can be drawn in a similar way. Select the icon for the tool you require, then click and hold down the mouse button at the point where you wish one corner or edge of the shape to be, drag diagonally across to the opposite corner or edge and release the mouse button. To draw a *circle*, select the ellipse tool and hold down (CONTROL) while dragging the mouse pointer.

If you wish to add captions to your drawings you can use the graphics text tool (described below).

NOTE In order to select a graphics object, the appropriate graphics tool or the pointer tool must be selected in the browser, e.g. to select a line graphics object, use the line or pointer tool.

Working with graphics text

The graphics text tool is used to insert text as a graphics object. Using graphics text for captions has the advantage of taking up less disk space than drawing a frame and putting a small amount of text in it. Graphics text can also be rotated through any multiple of 90°, enabling you to create special effects such as text around a frame border.

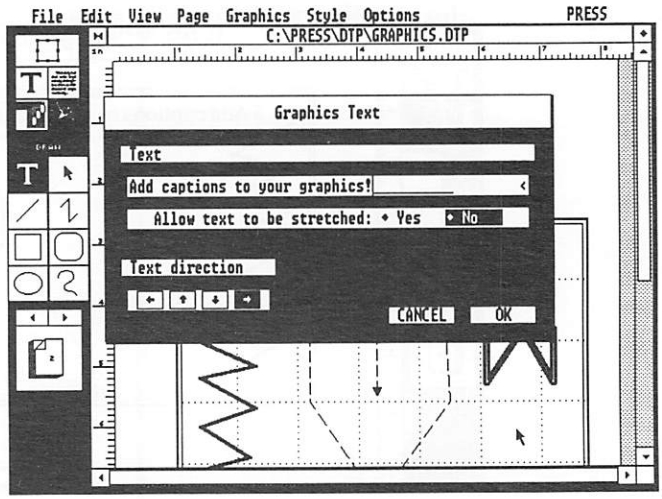
To insert graphics text:

1. In Graphics mode, click on a frame to select it.

2. Select the graphics text tool in the browser. The cursor changes to a crosshair.

3. Click the text tool inside the frame where you wish the text to *start*. A form is displayed for you to type the text and set its direction:

The Graphics Text form

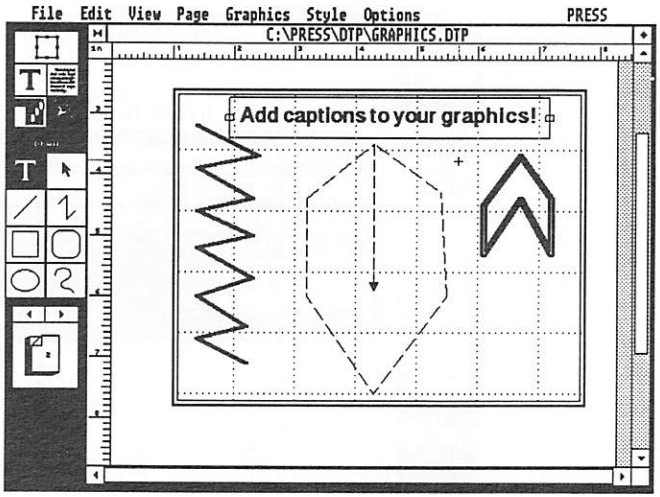


4. You can type up to 40 characters in the **Text** box and choose any of the four text directions by clicking on the appropriate direction arrow.

5. You can also choose whether the text is stretched when its frame is resized by selecting **Allow text to be stretched** Yes. Text which is stretched in this way will be printed using expanded or compressed fonts if these are available (or if you are using a PostScript printer). When these fonts are not available the space between letters is adjusted instead.

6. When you have finished, click on **OK**.

Graphics text



Graphics text can be moved and resized like any other graphics object (see "Moving and sizing graphics in this chapter). In addition, you can change the style, font and point size of the selected graphics text object by selecting it and using the **Style** menu. The font, size and style of a graphics text object can be preset by making appropriate selections in the **Style** menu after selecting the graphics text tool but *before* inserting the text object. Some text styles cannot be used for graphics text. These will be greyed out in the **Style** menu.

If you wish to edit a graphics text object, select the object in Graphics mode and click on **Edit text** in the **Graphics** menu. When the form appears, you can edit the text, change its direction and change whether the text is stretched when its frame is resized.

Snapping graphics to the graphics grid

Graphics objects snap to align themselves with the graphics grid points when drawn, moved or resized. Use snapping to the graphics grid to align different graphics objects with each other.

The spacing of the graphics grid points varies according to the selected unit of measurement on the rulers. (See "Changing the unit of measurement" in the chapter entitled *Starting work* for information on changing the unit of measurement.)

Selecting a group of graphics

Working with a group of graphics objects is similar to working with a group of frames. Several of the options described in this chapter can also be carried out on a group of graphics objects.

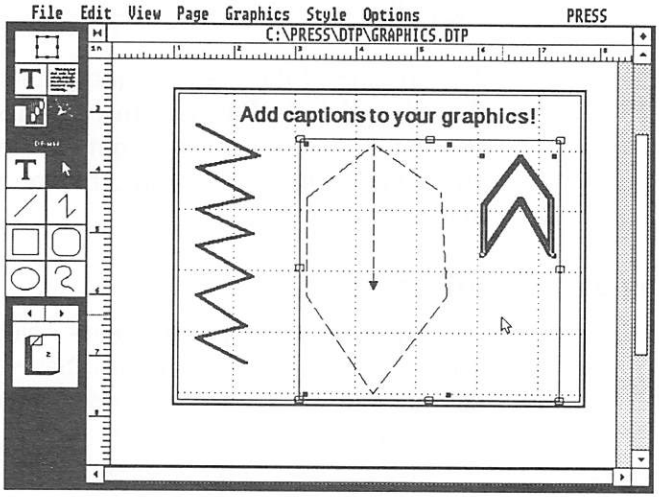
There are two ways of selecting a group of graphics objects:

- In Graphics mode, select a graphics object, then hold down (SHIFT) and click on each graphics object to make up the group. To remove a graphics object from the group, click on that object again while holding down (SHIFT).

- In Graphics mode, hold down (SHIFT) and drag the mouse to the right and down (in the same way as drawing a frame). All graphics objects contained in the "dotted box" are selected as a group.

A group of graphics objects is identified on screen by a large box with handles. Each graphics object within the group has small, solid black handles:

A group of graphics objects



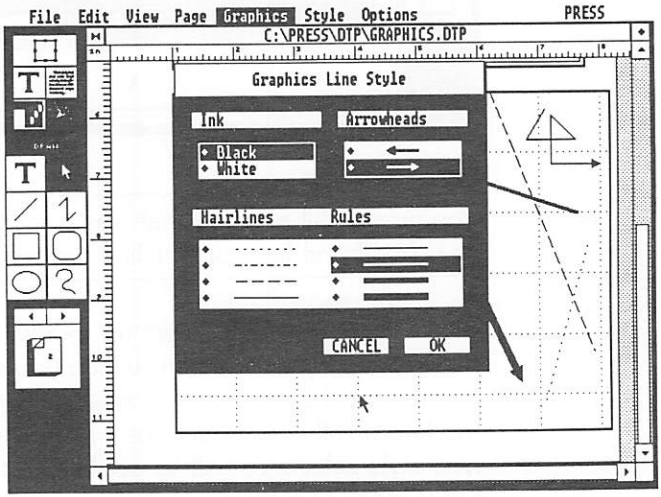
Deselect a group of graphics objects by clicking anywhere outside the box.

NOTE If a particular graphics tool is selected you can only add objects of that *type* (circle, line, polyline etc.) to the group. You can change graphics tools while selecting objects to add to a group or select the pointer tool to add all types of graphics objects to the group.

Graphics line and fill styles

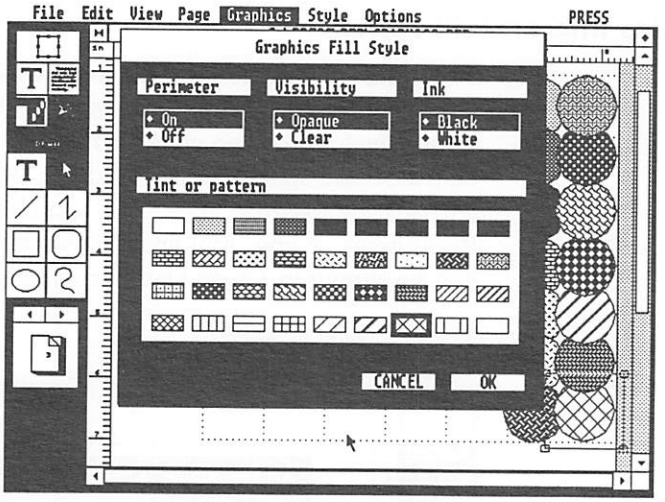
The **Line style** command in the **Graphics** menu allows you to select the line style of the selected graphics object. Whatever type of line style you select is also applied to the edges of any shapes you may draw, although arrowheads will only be used on lines. You can choose from varying thicknesses of line, and line styles such as "dotted". Lines can be drawn in either black or white.

Graphics line styles



Click on **Fill style** in the **Graphics** menu to select one of 36 tints or patterns to fill the selected graphics object and any shape you draw. You can also select whether or not you wish the shape to be outlined, whether you want the fill style to be clear or opaque, and whether you want the pattern to be drawn in black or white ink. Make your selections by clicking in the appropriate boxes:

Graphics fill styles



NOTE You cannot fill a shape that was drawn using the straight line, free-hand line, or polyline drawing tools.

Line or fill styles can be set up in advance, in which case they will apply to any item which you subsequently draw, or they can be applied to a selected item. If you change the line or fill style selections while an object is selected the new style selections will be applied to that object and any future ones which you draw. If you select an object with a particular line or fill style, the next object you draw will take on that line or fill style.

You can also change the line and fill styles of a group of graphics objects.

Sizing and moving graphics

Objects which you have drawn can easily be moved within their frame by selecting them, then holding down the mouse button and, when the grabber hand appears, dragging them to the required position. Note, however, that objects cannot be dragged outside the frame borders, or from one frame to another. If you wish to move objects to another frame, you must cut and copy them via the clipboard.

To select a graphics object, click on the pointer tool in the browser or on the relevant tool. If a graphics tool is selected, you will only be able to select a graphics object of the same type. Hence, if you click the cross-hair within a group of graphics objects with the free-hand line tool selected, the free-hand line will be selected if there is one in the group.

To change the size or shape of a graphics object, first select the object. Position the mouse pointer on one of the handles, then drag the frame by the handle until it is the size and shape you want:

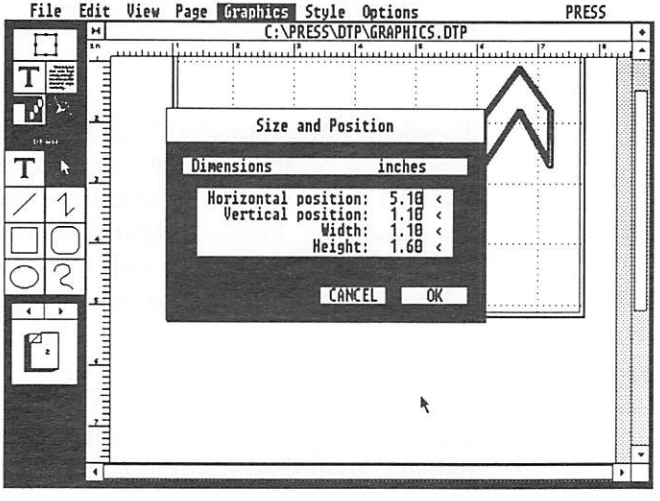
- Drag a corner handle to lengthen or shorten the object(s) *both* vertically *and* horizontally
- Drag a centre handle to lengthen or shorten the object(s) *either* vertically *or* horizontally.

More accurate adjustments to the size and position of graphics object(s) can be made using the **Size and position** command in the **Graphics** menu.

In order to use the **Size and Position** form:

1. Select the object(s) you wish to reposition or resize, then select the **Size and position** command. The **Size and position** form is displayed:

The Size and Position form



2. To change the size of the graphics object(s), edit the **Width** and **Height** as required.

3. To change the position of the graphics object(s), edit the **Horizontal** and **Vertical** positions as required. The **Horizontal** position refers to the distance between the left-hand edge of the object and the left-hand edge of the frame it was drawn in, and the **Vertical** position refers to the distance between the top of the object and the top of the frame.

4. Click on **OK** to apply the changes to the object(s).

If a group of graphics objects is selected, the entries on the **Size and position** form relate to the outermost edges of the group. If the size is changed, the graphics objects are rescaled to fit the new size. The position of the group is measured from the top left-hand corner of the frame.

If you resize a frame containing graphics objects in Frame mode, the graphics are rescaled to fit the new frame size. You can resize the frame in Frame mode without affecting the size of the graphics objects it contains by holding down (CONTROL) while dragging the handle of the frame to resize it.

Changing the size of a graphics text object causes the text to be rescaled so that its point size is the largest that will fit into the new graphics text box. Graphics text that has been set to stretch in its box will stretch to fit the new size.

Cutting and copying graphics

You can cut, copy, and delete graphics objects by selecting them in Graphics mode, then using the **Cut**, **Copy**, and **Delete** commands in the **Edit** menu or the keyboard shortcuts.

Delete permanently deletes a graphics object.

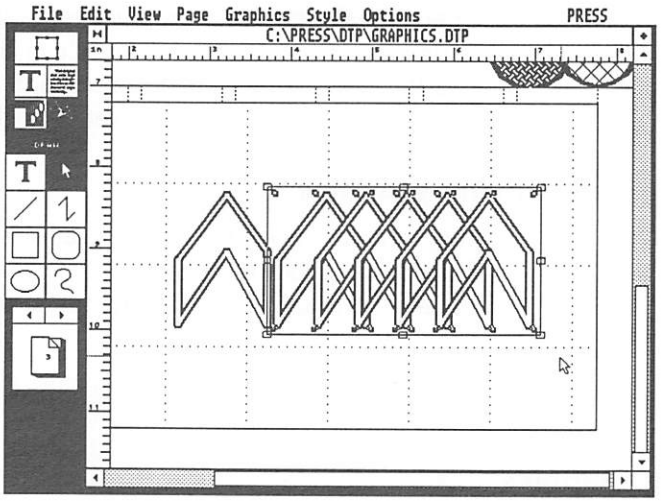
Pasting graphics

Use **Paste** in the **Edit** menu to paste the contents of the clipboard into your document. The graphics object is pasted at the same position in the selected frame that it was cut or copied from. If another object is already there, the copy is pasted in down and right of that object.

Click on **Multiple paste** in the **Edit** menu to paste two or more copies of the contents of the clipboard into your document. The **Multiple Paste** form has several options. The **Start position** for the first copy can be at the top of the frame containing the graphics object or at the position of the original graphics object. The **Copies** box allows you to set the **Horizontal spacing** and **Vertical spacing** between copies.

Multiple copies are selected as a group after being pasted into your document:

Pasting multiple copies



Stacking graphics

The objects in a drawing are normally stacked in the order in which they were created. If you wish to change this order, you can do so using the **Bring to front** and **Send to back** commands in the **Graphics** menu. Select the object that you wish to restack, then select the appropriate command in the **Graphics** menu.

Summary

This chapter describes how to use pictures and graphics in your DESK*press* document.

give i
GIVING YOUR DOCUMENT A STYLE

5: Giving your document a style

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Using a style sheet

Every document you create with DESK*press* is formatted using a *style sheet*. The style sheet is a file which contains information relating to *document format*, the *master page(s)* (together with any frames, text, graphics, etc. on it) and *paragraph styles*. By preparing a suitable style sheet, and then creating documents using the same style sheet, you'll be able to maintain a consistent look to all your documents.

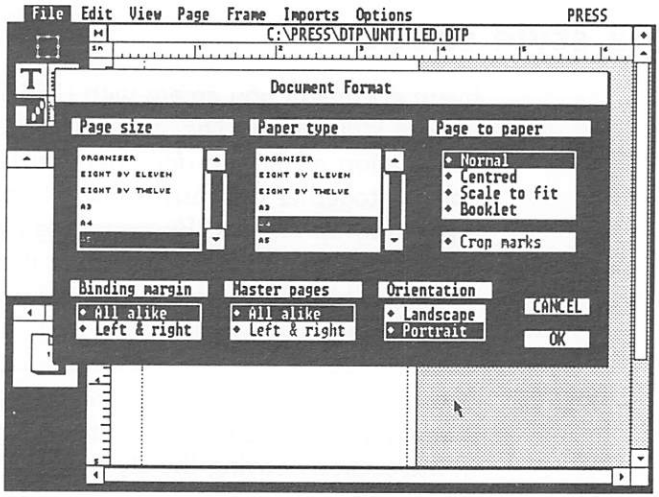
NOTE You have to save your style sheet separately in order to use it again in a different document. This process is described in the section "Saving the style sheet" towards the end of this chapter.

Let's see how to set up your document format before going on to have a look at designing paragraph styles and saving your style sheet.

Setting up your document format

Select **New** in the **File** menu to start a new document. DESK*press* displays a message asking whether you want to load a style sheet. Click on **No** to display the **Document Format** form:

The Document Format form



Click in the appropriate boxes to select the page size, whether you want left and right master pages, binding margin, paper type, orientation, and various options relating to how the page is printed on the paper (centred, booklet, normal, etc.).

Page and paper sizes

The *page size* is the size of the page on which you are working. The *paper type* is the type of paper on which you will print the page, e.g. its size, margins etc.

DESK*press* provides a choice of several page sizes. In addition, you can define custom page sizes up to a maximum of 22.75 inches square. (Defining custom sizes is described in the section "Creating new page and paper sizes" below.)

The page size in use can be changed at any time in Frame mode by clicking on **Document format** in the **Page** menu. When the **Document Format** form is displayed you can select a different page size for the *entire document*.

Whenever you select a new page size, you are asked whether you wish all the contents of the page or document to be scaled to fit the new page size.

The paper type is set using the **Document Format** form and can be changed for the current page using the **Current Page** form. Once you have changed the paper type on the **Current Page** form, click on **Default** to restore the selected paper type to that used by the document. When a different paper type is used, printing will be paused and you will be prompted to change the paper in the tray or sheet feeder. If two paper trays are available, the paper for the default paper type used in the document will be taken from the first paper tray. If a different paper type is used in the document it will be drawn from the second paper tray.

The paper types available to you on the **Current Page** form are those which have the same physical size but different names, e.g. **A4** and **A4 Headed**. When you change paper types the top and bottom column guide margins on that page are adjusted to become those set for the selected paper type (defined on the **Paper Types** form).

The paper size does not have to be the same as the page size. If the paper is larger than the page you can choose to scale the page to fit the paper or centre the page on the paper. If the page is larger than the paper, the page can be scaled to fit the paper when printed. When **Centred** is selected, you can also choose to have crop marks around the edges of the page.

Booklet format can be selected when the paper is at least twice the size of the page. When **Booklet** format is selected the first and last page will be printed on the same sheet of paper and so on, to the middle of the document.

These options can also be selected on the **Print Document** form. However, if these options are set on the **Document Format** form, the settings will be saved with the document and will not require setting up every time you print that document.

(Further details on printing can be found in the chapter entitled *Printing*.)

Creating new paper and page types

You are not restricted to the paper types and page sizes listed on the **Document Format** form but can specify custom paper and page sizes up to 22.75 inches square. The list of paper types is identical to the list of page sizes. Custom paper and page sizes are specified using the **Paper types** option in the **Options** menu.

When specifying a custom paper or page type, you specify:

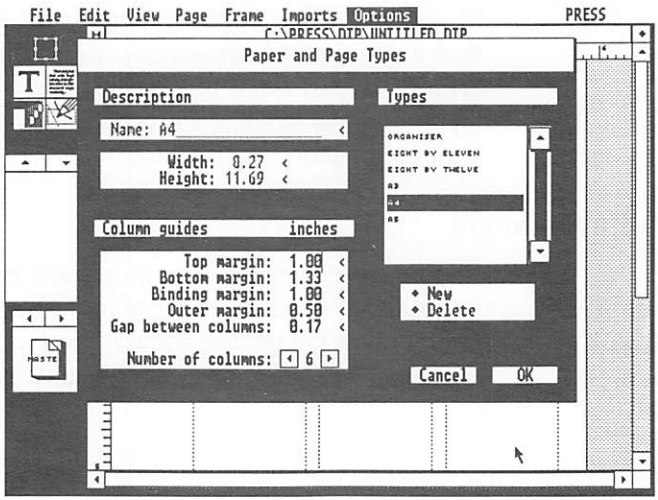
- A name to appear in both the list of page sizes and the list of paper types

- The width and height of the paper/page
- The top, bottom, binding and outer margins, gap between columns and number of columns. These dimensions are used by DESK*press* if that page type is chosen on the **Document Format** form *when a new document is created*. This option provides a convenient way of saving column guides information with a page type so that you do not have to set it up from scratch.

To create a new paper/page type:

1. Click on **Paper types** in the **Options** menu. The **Paper and Page Types** form is displayed.
2. The list of paper/page types can be scrolled if necessary. Click on a name in the list of types to display its dimensions:

The Paper and Page Types form



3. Click on **New** to create a new paper/page type based on the dimensions of the selected type.

4. Give the new paper type a name and edit its dimensions.

5. Click on **OK** (or on **Cancel** to abandon the form without saving the changes you have made).

To change the name or dimensions of a paper type without creating a new one, select the name in the list of types. Edit its name or dimensions and click on **OK** when you have finished.

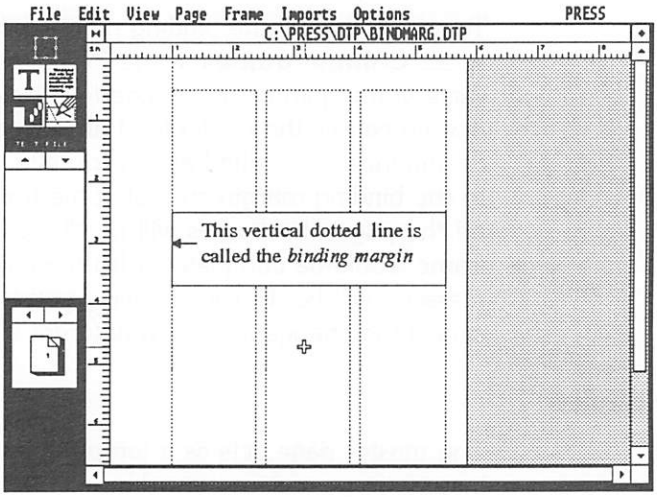
Paper/page types can also be removed from the list. However, there are six types that cannot be removed because they are default types supplied with DESK*press*. A paper/page type which cannot be removed will have its name and dimensions greyed out when you select it in the list. Its margin and column guide information can be edited.

In order to delete a paper/page type, select it in the list so that its name and dimensions are displayed, then click on **Delete**. The deleted type will be removed from the list of types. (At this stage, click on **Cancel** if you have changed your mind about the deletion.)

The binding margin

The binding margin is the innermost margin of your page, usually wide enough to allow room for binding. If frames and column guides are shown, the binding margin is displayed on screen as a vertical dotted line:

The binding margin


File Edit View Page Frame Imports Options PRESS
C:\PRESS\DTP\BINDMARG.DTP
This vertical dotted line is called the *binding margin*

The binding margin can be on the same side for all the pages in your document or can be swapped around on alternate pages to give you a double-sided page layout. If you want a double-sided page layout, click on binding margin **Left & right** on the **Document Format** form. If you do so, you can choose to have left and right master pages and can set a different left and right header or footer using **Headers & footers** in the **Page** menu. For a double-sided page layout, the binding margin is on the left-hand edge of right pages and the right-hand edge of left pages.

If you choose **All alike** for the binding margin on the **Document Format** form, the binding margin will be on the same side for all pages, you will have a single master page, and any header or footer text will be the same for all pages.

To set or change the binding margin of your document, select **Column guides** in the **Page** menu, then type the value you require. Any change to the value of the binding margin causes the contents of all the pages in the document to be shifted as appropriate. If a change is made to the binding margin so that some frames will be partially off the page, the frames will be clipped by the page. If a frame would be completely off the page, a warning message will be displayed, giving you the opportunity to cancel the change and set a different binding margin.

Master pages

The master page acts as a template for any new pages you insert into your document. You can have a single master page or left and right master pages, depending on whether you have selected to have the binding margin on left and right pages. Select **Left & right** master pages to create master pages where the binding margin is on the left for each right-hand page, and on the right for each left-hand page. If you have selected master pages to be **All alike** on the **Document Format** form, you can only have a single, right-handed master page. Every page in your document will then have its binding margin on the left-hand side.

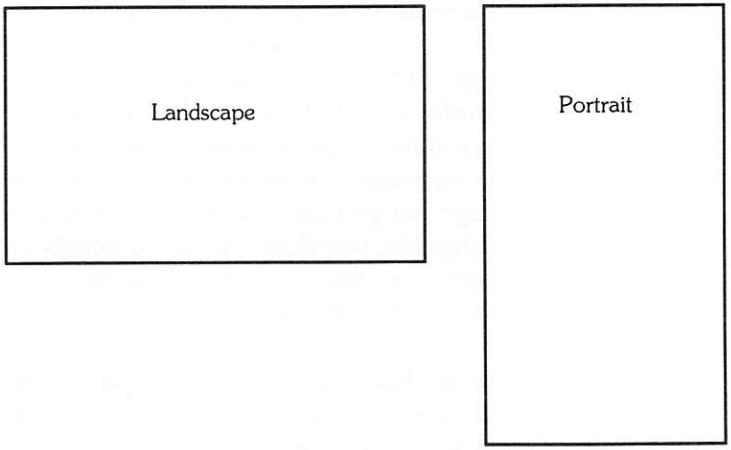
You can change the format of a document that you are working on at any time by clicking on **Document format** in the **Page** menu in Frame mode to display the **Document Format** form. If you click on **All alike** after working with left and right master pages, only the right master page will be used for the creation of new pages. Anything you have placed on the left master page will be restored if you later decide to have left and right master pages.

If you click on **Left & right** master pages after working on a document with a single master page, appropriate changes will be made to all the (new) left-hand pages, so that their binding margin appears on the right.

Page orientation

You can set or change the orientation of a document using the **Document Format** form. Select **Landscape** to make all the pages in your document "wide", and **Portrait** to make them "tall":

Document orientation



The orientation of the *current page* can be changed by selecting **Current Page** in the **Page** menu, then changing the selection on the **Current Page** form. Click on **Default** to restore the selected orientation to that used by the document.

When you change the orientation of a page or document, all frames and their contents are rotated and rescaled to fit the new orientation.

NOTE If you are using a 9-pin dot matrix printer you will not be able to print in **Landscape** orientation unless the printer has a wide carriage.

Using the master page

If you want a document to look really professional, you should try to use the same format on every page. DESK*press* makes this process easy by letting you put items which will be repeated on every page on the *master page*. These items can range from non-printing *column guides* to help you align frames precisely, to details such as a graphic or piece of text which you would like printed on every page. You cannot import a text file onto the master page but you can use the master page to set up frames for automatic text flow. For more details on automatic text flow, see "Automatic text flowing" in the chapter entitled *Working with text*.

As we have seen, the master page acts as a "template" for any *new* pages you insert into your document. Consequently, any changes you make to the master page won't affect any existing pages, but will only affect pages you insert afterwards.

Displaying the master page

To display your document's master page, first click on **Go to master page** in the **Page** menu. If you have a single master page that page will be displayed. Where there are two (left and right) master pages, the left master page will be the one displayed.

If you have left and right master pages, you can display both master pages together by clicking on **Two pages** in the **View** menu. Alternatively, you can select **Full page view** and move between the two master pages by clicking on the arrows of the page icon or by pressing (PGUP) and (PGDN). The folded-down corner on the page icon shows you whether you have a left or right page on screen.

When you have finished designing your master page(s) use the **Go to page** command in the **Page** menu to move back to the first page of your document. Click on **First page** or type `1` on the **Go to Page** form. Alternatively, press (PGDN) with the right (or only) master page on the screen.

The first page of a new document is automatically created when you originally design the right-hand master page.

Adding and deleting pages

Pages can be added, inserted or deleted in Frame mode and in any page view size apart from **Two pages**:

- To add another page *after* the current page, click on **Add page** in the **Page** menu.
- To add another page *before* the current page, click on **Insert page** in the **Page** menu.
- Click on **Delete page** in the **Page** menu to delete the page displayed on screen from your document.

NOTE New pages can be added to the end of a document in any view size by clicking on the right arrow on the page icon or pressing (PGDN) with the last page of the document displayed.

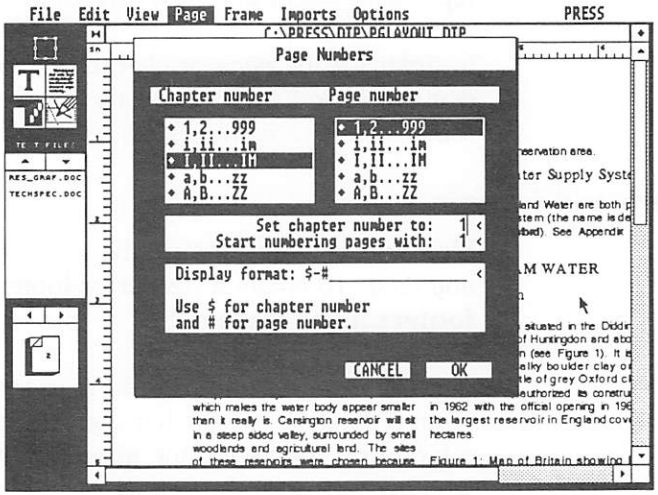
Pages that are added or inserted into a document will contain any features which were placed on the relevant master page(s).

Whenever you use **Add page**, **Insert page**, or **Delete page**, all subsequent pages are renumbered and moved up or down a page in your document. If you add or delete a page when using separate left and right pages, the subsequent pages are adjusted so that all the frames and column guides are correctly aligned with the margins.

Page and chapter numbering

Use **Page numbers** in the **Page** menu to set the formats of the chapter and page numbers used in your document:

The Page Numbers form



This form allows you to set:

- The chapter and page number formats
- The chapter number for your document
- The number with which to start page numbering
- The display format for the page number used in the index and table of contents and in the header or footer if required, e.g. Page 2-1 or Chapter III.

When setting the display format, use # to represent the page number and $ to represent the chapter number in your document, e.g. type `Page $-#` to give you `Page 2-1` and type `Chapter #` to give you `Chapter III`. If you wish to use these characters as text in the display format, type them twice, e.g. type `###` to give you `#1`.

In order for the page or chapter number to appear in the document, you need to specify it as part of the header or footer text (described below).

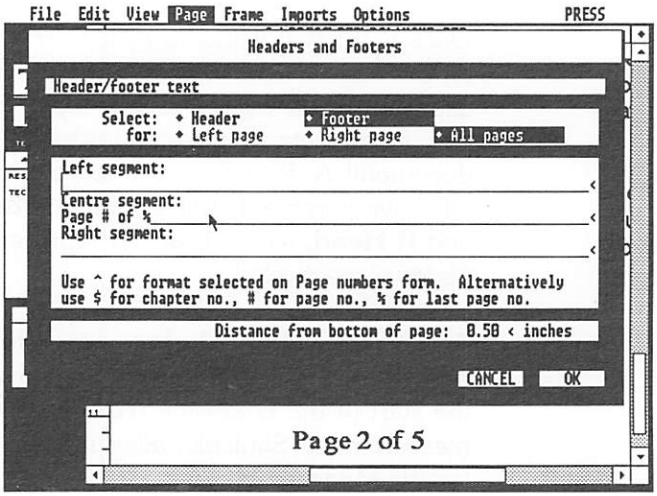
Headers and footers

Header and footer text can be added to your document at any time. To create a header or footer, select **Headers & footers** in the **Page** menu.

A form appears, allowing you to enter the details you require. First select whether you wish to create a header or a footer by clicking on the appropriate option, then select whether you want the header or footer to appear only on the left or right pages or on all pages, again by clicking on the appropriate option. If you have selected to swap the binding margin on alternate pages, (see "The binding margin" in this chapter) the position of the header or footer will vary according to whether the page is a left or right-hand page.

NOTE If you have selected *not* to have a left and right binding margin, the header and footer will be the same on all pages.

The Headers and Footers form


File Edit View Page Frame Imports Options PRESS
Headers and Footers
Header/footer text
Select: • Header • Footer
for: • Left page • Right page • All pages
Left segment:
Centre segment:
Page # of %
Right segment:
Use ^ for format selected on Page numbers form. Alternatively
use $ for chapter no., # for page no., % for last page no.
Distance from bottom of page: 0.50 ‹ inches
CANCEL OK
Page 2 of 5

Type # to insert the page number or type ^ at the appropriate place in the header or footer to insert the current page number *in the display form*at defined on the **Page Numbers** form. The page number will then be printed on each appropriate page, starting with the number you have entered on the **Page Numbers** form. You can also insert the number of the last page in your document (usually the total number of pages) into the header or footer by typing % in the appropriate place, e.g. type `Page # of %` to give you `Page 1 of 26`.

The **Headers and Footers** form can also be used to select how far from the top of the page you wish the header to be placed, or how far from the bottom of the page to place the footer.

Once you have defined a header or a footer, a paragraph style called **Header** or **Footer** respectively is created, allowing you to control its text style, font, point size, ruling line, indents etc. just like any other paragraph style in your document. A document with left and right master pages will have paragraph styles called **L Foot**, **L Head**, **R Foot** and **R Head**, where L and R represent the left and right pages respectively.

Adjusting the **Space below** setting for a **Foot** or **Footer** paragraph style adjusts the space between the footer and the start of the **Distance from bottom of page** measurement. Similarly, adjusting the **Space above** setting for the **Head** or **Header** paragraph style adjusts the space between the header and the start of the **Distance from top of page** measurement.

Header and footer text cannot be edited directly on the page, but must be edited on the **Headers and Footers** form.

You can switch the header or footer off for individual pages on the **Current Page** form when the relevant page is displayed on screen. These options are not available in **Two pages** view.

NOTE Due to a limitation of GEM, you cannot insert @ as the first character in the text of the header or footer.

Paragraph styles

Every paragraph of text within a document is "tagged" with a paragraph style name. Until another paragraph style name has been allocated, a new paragraph is tagged as **Body text**. When Paragraph mode is selected, the paragraph styles which are currently available and any function keys assigned to them are shown in the browser. You can have up to 128 paragraph styles in your document.

If you click the mouse pointer on a paragraph in Paragraph mode, the whole paragraph is highlighted in reverse video. The name of the paragraph style being used for the selected paragraph is also highlighted in the browser.

You can select more than one paragraph by clicking on a paragraph, then holding down (SHIFT) and clicking on other paragraphs to select them. The mouse pointer changes to a hollow white paragraph symbol when you do so. Up to 39 paragraphs can be selected simultaneously.

NOTE To deselect a paragraph which has been selected as part of a group, hold down (SHIFT) and click on the paragraph again.

Selecting more than one paragraph enables you to assign the same paragraph style to several paragraphs at once. The options of the **Paragraph** and **Style** menu are greyed out when more than one paragraph is selected.

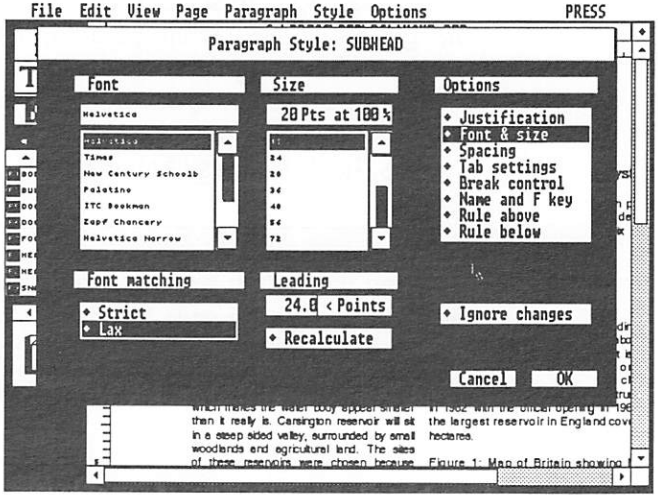
The Paragraph Options form

Most of the typographical controls for a paragraph style are set using the **Paragraph Options** form. To display this form, do one of the following in Paragraph mode:

- Double-click on a paragraph of text or on a paragraph style name in the browser
- Click on a paragraph of text or on a paragraph style name in the browser, then select one of the options in the **Paragraph** menu.

On the right of the **Paragraph Options** form is a list of options. Clicking on an option displays information relating to it on the left:

The Paragraph Options form



When you have finished setting up a paragraph style using these options, click on **OK** to apply all the settings to that paragraph style. If you have made changes using an option on the **Paragraph Options** form and wish to restore the original values *for that option only*, click on **Ignore changes** with that option selected.

Click on **Cancel** to cancel *all* the changes you have made and remove the **Paragraph Options** form from the screen.

NOTE When you first display the **Paragraph Options** form after starting DESK*press*, the **Font & size** option is selected by default. However, once you have used the form, the last option selected will be displayed when you next use the form during that DESK*press* session.

If you use one of the options in the **Paragraph** menu to display the **Paragraph Options** form, that part of the form will be displayed.

Creating a new paragraph style

To create a new paragraph style:

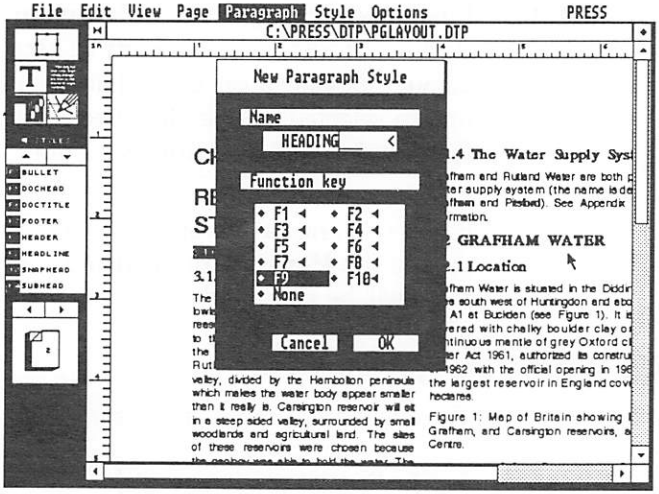
1. In Paragraph mode, click in the browser on the name of a similar existing style or click on a paragraph of text tagged with that style.

2. Select **New style** from the **Paragraph** menu. A form is displayed for you to type a name for the new paragraph style. The features of the new paragraph style will be copied from the selected paragraph style.

3. Type a name for the new paragraph style that is not already in use. Try to give the paragraph style a name that suits its purpose, such as **Address** or **Note**.

4. You can also assign a function key shortcut to the new paragraph style by clicking on one of the function keys listed. Function keys which have already been allocated to other paragraph styles are marked in the list but can be reassigned to the new style.

Creating a new paragraph style



5. Click on **OK**. The **Paragraph Options** form is displayed for you to set up the features of the new paragraph style.

6. When you have finished, click on **OK** on the **Paragraph Options** form. The name of the new paragraph style is displayed in the browser.

The following sections describe how to use the **Paragraph Options** form to set up or change the features of a paragraph style.

Changing an existing paragraph style

To change an existing paragraph style, display the **Paragraph Options** form by doing one of the following in Paragraph mode:

- Double-click on the name of the paragraph style in the browser
- Double-click on a paragraph which has been tagged with that style
- Click on a paragraph tagged with the style or click on its name in the browser, then click on the appropriate option in the **Paragraph** menu.

NOTE **New style**, **Delete style** and **Autonumbering** are only available from the **Paragraph** menu.

Justification

Click on the **Justification** option on the **Paragraph Options** form to specify the justification format of the selected paragraph style, whether or not hyphenation and letter spacing are used, and what sort of bullet symbol (if any) will appear at the start of a paragraph.

Four different formats for text justification are available: justified, flushed left, flushed right, or centred in the frame.

If you select **Justified** format, the **Justify last line** option becomes available. This option allows you to justify the last line of a justified paragraph (or a paragraph consisting of a single line), making it stretch across the frame. Click on On or Off as appropriate.

It is also possible to set tab positions and construct a table by selecting **Table** (described in the section called "Setting tabs" in this chapter).

Bullets

Bullets are particularly suitable for lists of features or step by step instructions which are not numbered. (For information on automatically numbered paragraphs, see "Automatic paragraph numbering" in this chapter.)

Select your bullet character using the **Justification** option on the **Paragraph Options** form. The space between the bullet and the text following it can be adjusted by changing the indents for the paragraph. The **First line left indent** sets the position of the bullet, and the **Left indent** sets the position of the text, measured from the left edge of the frame.

A bullet will always appear as the first character on the first line of the paragraph, and on that line only. If you want bullets to appear in other places you will have to type them in individually as described in "The character set" in the chapter entitled *Working with text*.

The characters available for bullets are a subset of the Zapf Dingbats font. A list of Dingbats appears when the **Justification** option is selected on the **Paragraph Options** form. If for any reason the Zapf Dingbats font is absent, the Symbols font is used for bullets if it is available.

Hyphenation

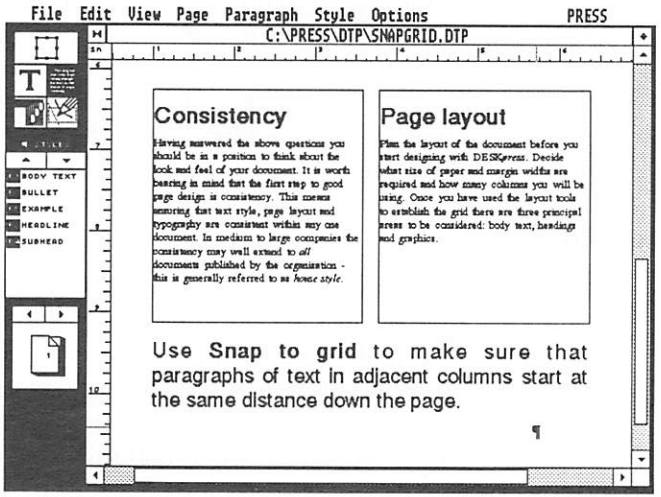
DESK*press* uses a system of automatic hyphenation rules and an exceptions dictionary to decide where to place line breaks in the text. Automatic hyphenation can be turned off for a paragraph style using the **Justification** part of the **Paragraph Options** form. (The use of soft hyphens is described in "Soft hyphens" in the chapter entitled *Working with text*, while the *Reference section* provides information on editing the hyphenation exceptions dictionary.)

Snap to grid

Ensuring that lines of text in adjacent columns on the same page are aligned horizontally with each other is an important typographical feature. It is visually pleasing to see lines of text in adjacent columns on the same page starting the same distance down the page. DESK*press* lets you set up individual paragraph styles so that their baselines snap to an invisible grid. This grid is aligned with the top of the column guides, with each point on the grid corresponding to the leading of the paragraph style. If a feature forces the text off the grid, (e.g. part of the paragraph is styled in a larger point size) the text will snap downwards to the next grid point.

Select the **Justification** option on the **Paragraph Options** form and click on **Snap to grid** On to switch it on for the selected paragraph style:

The snap to grid feature


File Edit View Page Paragraph Style Options
PRESS
C:\PRESS\DTP\SNAPGRID.DTP
BODY TEXT
BULLET
EXAMPLE
HEADLINE
SUBHEAD
Consistency
Having answered the above questions you should be in a position to think about the look and feel of your document. It is worth bearing in mind that the first step to good page design is consistency. This means ensuring that text style, page layout and typography are consistent within any one document. In medium to large companies the consistency may well extend to all documents published by the organisation - this is generally referred to as house style.
Page layout
Plan the layout of the document before you start designing with DESKpress. Decide what size of paper and margin widths are required and how many columns you will be using. Once you have used the layout tools to establish the grid there are three principal areas to be considered: body text, headings and graphics.
Use Snap to grid to make sure that paragraphs of text in adjacent columns start at the same distance down the page.

Snap to grid is most effective when used for a paragraph style which appears frequently on a page, e.g. **Body text**.

Letter spacing

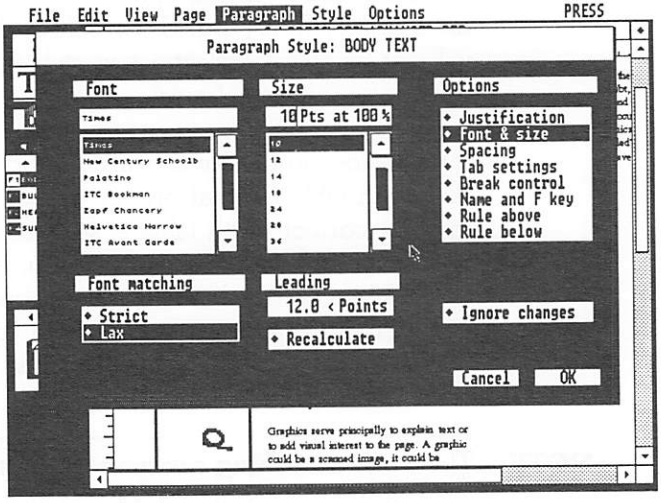
If the amount of space inserted between each word to justify text exceeds the maximum you have defined, then extra space is added between the letters in each word. If you do not want the space between letters to be varied in this way, click on **Letter spacing** Off using the **Justification** option on the **Paragraph Options** form.

Font and point size

Click on the **Font & size** option on the **Paragraph Options** form with a paragraph highlighted to select a new font and point size. The selected size will be displayed above the list of sizes. If you are using a PostScript printer you can type in a custom size in addition to those listed, up to a maximum of 250 points.

The lists of fonts and point sizes on the **Font & Size** form can be scrolled if you have more than 7 fonts or 7 sizes:

The Font & Size form



The font compression ratio is displayed in the list of sizes, unless you are using a PostScript printer. If you are using a PostScript printer, a different compression ratio is set by editing the compression value displayed above the list of fonts.

The **Strict** and **Lax** buttons in the **Font matching** section of the **Font & Size** form control which combinations of font, size and style are available on this form. When a DESK*press* document is printed, text styled with a particular text style will be printed using the appropriate printer font, e.g. 18 point Sans bold will be printed using the 18 point Sans bold printer font. If this font does not exist, the text will be emboldened by GEM when printed, with a result that is inferior to that obtained using the "genuine" font. If you wish to avoid using text styles for which you do not have the appropriate font, click on **Strict**. When **Strict** is selected, the list of fonts on the **Font & Size** form will indicate the styles for which you have printer fonts, e.g. **B** for bold and **R** for roman. You will not be able to select a text style if the appropriate printer font does not exist.

Information on the fonts available for a printer is stored in the width table for that printer. Hence you should ensure that the correct width table is selected using the **Printer setup** option in the **Options** menu. More information on width tables is found in the chapter entitled *Printing*. If you do not mind whether you print with "genuine" fonts, click on **Lax**. All the styles will be available to you when choosing a font and size.

NOTE The **Font matching** selection only affects what is available when applying a font, size or text style to a paragraph style or a marked block of text using the **Font & Size** form.

Leading

Leading, the spacing between lines of text, is measured in points. Variations in the leading can be used to create the appearance of single, double or other types of line spacing. The leading for a paragraph style is set using the **Font & size** option on the **Paragraph Options** form. Click within the **Leading** field and edit the leading value. Leading can be specified in units of a tenth of a point.

Good typography requires that the leading of a paragraph should vary according to the size of the text. Generally, the leading should not be less than the point size of the text. Text in larger point sizes usually requires proportionally more leading to allow the reader to concentrate on the line being read without being distracted by the surrounding lines. You should also allow more leading for long lines of text so that your reader's eye does not jump to the wrong line when reading across the page.

Leading can be automatically recalculated and adjusted for any change to the selected point size. If you change point sizes and want the leading to be recalculated, click on the **Recalculate** box.

NOTE If you restyle a block of text with a point size larger than that of the leading for the paragraph, the leading for that particular line of text will be the same as the largest point size on that line.

Paragraph margins

The **Spacing** option of the **Paragraph Options** form is used to specify the margins which will be left around a paragraph and the amount of space to allow between words or at the end of a line of text.

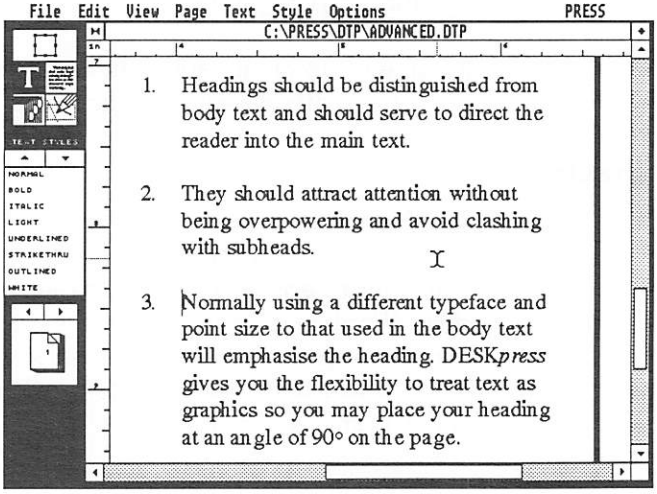
Use **Space above** to set the amount of space above a paragraph. The first paragraph within a frame will be placed immediately below the frame border, with no space above the text unless it has a ruling line above it. (If you *want* to have space above such a paragraph, give the paragraph a white ruling line! See "Ruling lines" later in this chapter for details.)

The amount of space after a paragraph depends on the amount of space left below that paragraph and above the following paragraph. Varying the space below a paragraph lets you ensure that the space between paragraphs of different styles (e.g. a heading and body text) is different from the space between paragraphs of the same style (e.g. consecutive paragraphs of body text). The **First line left indent** is the space between the left frame edge and the start of the first line of that paragraph. The **Left indent** of a paragraph is the space between the left frame edge and the rest of the paragraph. Set the **First line indent** and the **Left indent** to the same amount if you wish to indent the entire paragraph by a set amount from the left frame edge. The **Right indent** is the space between the right frame edge and the right edge of the paragraph.

Hanging indents

A hanging indent can be created by making the **First line left indent** smaller than the **Left indent** for the other lines. You can also use this feature to insert a number (or any other character) at the start of a paragraph, with the rest of the paragraph aligned at the **Left indent** position:

Hanging indents


File Edit View Page Text Style Options PRESS
C:\PRESS\DTP\ADVANCED.DTP
TEXT STYLES
NORMAL
BOLD
ITALIC
LIGHT
UNDERLINED
STRIKETHRU
OUTLINED
WHITE
1. Headings should be distinguished from body text and should serve to direct the reader into the main text.
2. They should attract attention without being overpowering and avoid clashing with subheads.
3. Normally using a different typeface and point size to that used in the body text will emphasise the heading. DESKpress gives you the flexibility to treat text as graphics so you may place your heading at an angle of 90° on the page.

Create this effect as follows:

1. Display the **Spacing** option on the **Paragraph Options** form for the relevant paragraph style.

2. Set a **First line left indent** that is *smaller* than the **Left indent** for the paragraph, then click on **OK** to remove the form.

3. In **Text** mode, position the text cursor and type the number or other character at the start of the paragraph.

4. Press (TAB) and then continue typing the paragraph. The rest of the paragraph will be indented.

5. Press (RETURN) and repeat step 3 onwards to type further paragraphs.

If you wish to create automatically numbered paragraphs, see "Automatic paragraph numbering" in this chapter.

Word spacing

The **Spacing** option on the **Paragraph Options** form also allows you to select the maximum and minimum space you want to appear between the words in each paragraph style. Word spacing is measured in ems. If you enter a minimum space value which is greater than the maximum space value, both space values are replaced by 0.3 ems and 1.0 ems respectively.

The *hyphenation hot zone* is set using the same part of the form and is also measured in ems. The hot zone is the area at the end of a line of text within which each line break will be placed when a ragged right margin is used. If automatic hyphenation is turned on the hyphen will be placed within this zone.

The larger the hot zone, the more ragged your text will be.

Monospacing

A monospaced font is one where the widths of all the characters, including the space character, are the same. Courier is an example of a monospaced font. When using monospaced fonts within your document, you may wish to ensure that the spaces between words are not stretched, but are kept the same as the width of other characters in the font. **Monospacing** lets you do this.

The **Monospacing** option is set using the **Spacing** option on the **Paragraph Options** form. Turn **Monospacing** on and off for a paragraph style by clicking on the appropriate box. Turning **Monospacing** on has two side effects:

- If the **Justified** format was selected for that paragraph style, the format is automatically changed to **Flushed left**
- **Letter spacing** is switched off.

If you subsequently switch **Monospacing** off, **Flushed left** will remain selected and **Letter spacing** remain off until you make other selections. **Monospacing** is automatically switched off if you turn **Letter spacing** on or select the **Justified** format using the **Justification** option on the **Paragraph Options** form.

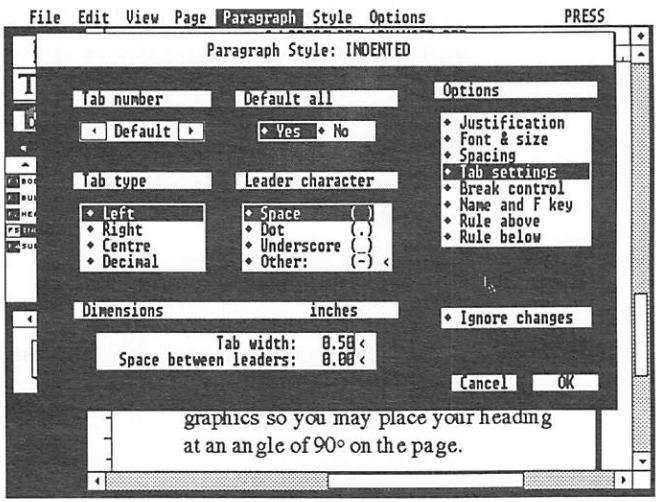
Setting tabs

Once you have selected **Table** justification for a paragraph style using the **Justification** option, you can set up the tabs for that paragraph style.

Follow these steps to set tabs for a paragraph style:

1. Click on the **Tab settings** option on the **Paragraph Options** form:

The Tab Settings form



You will notice that the word **Default** is displayed in the **Tab number** box. All tabs take on the default tab settings unless you set them individually. If you wish to use the same tab settings for several tabs, you will find it more efficient to use the default tab settings for these tabs and to set the others individually.

2. The **Default all** box lets you specify whether all the tabs are to take on the default settings or whether you wish to set some tabs individually. Click on **No** if you do not wish all the tabs to take on the default settings.

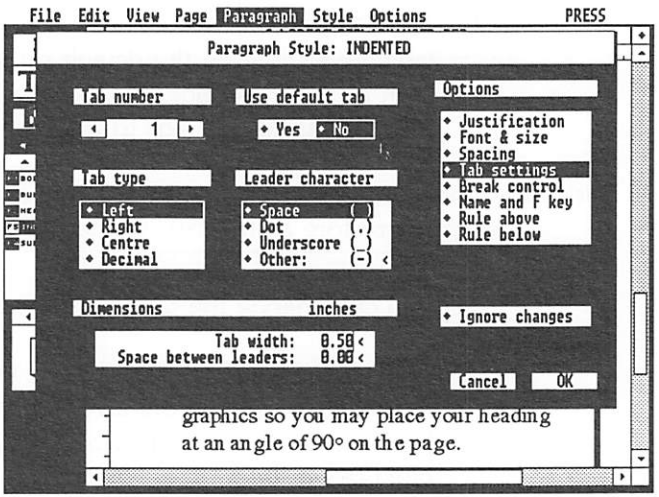
NOTE Once you have set individual tabs, clicking on **Default all** Yes will restore all the tabs to the default tab settings.

3. You can change the default tab settings here.

4. To display the number of the tab you wish to set individually, click on the arrow to the right of **Default**. (Clicking on the left arrow redisplays the default tab.) Hold down the mouse pointer on the right arrow if you wish to scroll quickly through the tab numbers. The settings on the tab form are greyed out, with the default settings highlighted.

5. To set the tab, click on No in the **Use default tab** box. The other options on this form now become available:

Setting tabs



6. Choose the tab type by clicking on the appropriate box (left, right, centre, or decimal).

   Choose a left tab to get text that is flushed left at that tab position, a right tab to get text that is flushed right, centred for text that is centred, and decimal to align a column of numbers at the decimal point.

7. Choose the leader character to be used (space, dot, underscore, other character) by clicking on the appropriate box. (Leaders are characters placed between tab points, used to "lead" the reader's eye across the page.)

8. If you click on **Other**, a text cursor appears in the box for you to type in the leader character you wish to use. You can type a character available on your keyboard or use a combination of (ALT) and the numeric keypad to type a character from the GEM/3 International character set. (The GEM/3 International character set is listed at the end of the chapter entitled *Reference section*.)

9. Click in the **Tab width** box to set the width of the tab, measured from the previous tab. The position of the *first* tab is measured from the left-hand edge of the frame.

10. Click in the **Space between leaders** box to set the amount of space, if any, to insert between each leader character.

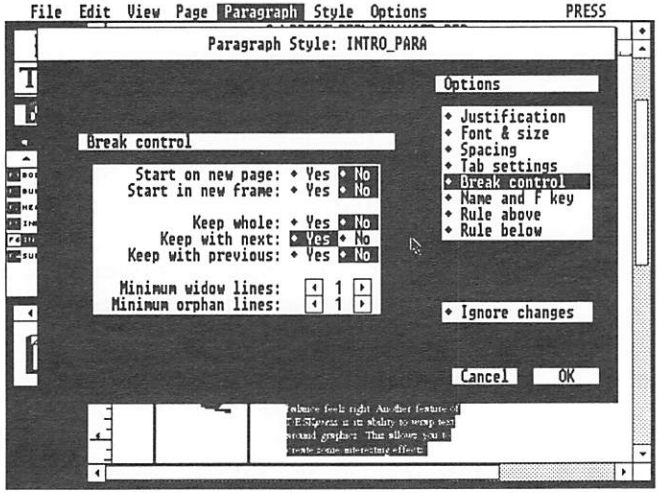
Should you change your mind about an individual tab and wish to restore the default settings, click on **Use default tab** Yes with the settings for that tab displayed. To restore the default tab settings for *all* of the tabs, display the default tab settings and click on **Default all** Yes.

Once you have tagged text with a paragraph style in the **Table** format, you can change the settings for an individual tab by double-clicking on text at that tab position in Paragraph mode. The **Tab Settings** form will be displayed with the settings for that particular tab.

Frame and page breaks

A paragraph style can be set to always start at the top of a new frame or page using the **Break Control** part of the **Paragraph Options** form:

The Break Control form



- Click on **Start in new frame** to force a paragraph in that style always to start at the top of the next frame in your document

- Click on **Start on new page** to force a paragraph in that style always to start at the top of the frame on a new page.

Protecting a paragraph

Click on **Keep whole** Yes on the **Break control** form to protect text in that paragraph style from being split over a frame or page.

NOTE If the paragraph is too long to fit into any frame, this setting will be ignored.

Linking paragraph styles

There may be occasions when you wish to prevent a paragraph from being separated from either the paragraph above or the paragraph below it, for example to prevent a section heading from being separated from its content. The **Break control** option on the **Paragraph Options** form lets you link paragraph styles:

- Use **Keep with next** to prevent a paragraph from being separated from the paragraph below it
- Use **Keep with previous** to prevent a paragraph in that style from being separated from the paragraph above it.

Notice that if a paragraph style is set to have a page or frame break, **Keep with previous** will not be available.

Paragraph breaks (widows and orphans)

Widow is the term used to describe one line of a paragraph at the top of a page or frame, separated from the rest of the paragraph in the preceding page or frame. An *orphan* is the opposite: a line of text appearing at the bottom of a page or frame, separated from the rest of the paragraph in the next page or frame. As widows and orphans are typographically undesirable, DESK*press* lets you prevent a paragraph from being split over a frame or page within a set number of lines from the first or last line of that paragraph.

Follow these steps to set the widows and orphans control for a paragraph style:

1. Display the **Paragraph Options** form for that paragraph style and select the **Break control** option.

If you have chosen **Keep whole** Yes, the **Minimum widow lines** and **Minimum orphan lines** options are greyed out.

2. Click on **Keep whole** No so that the other options are available to you.

3. Set the **Minimum widow lines** and **Minimum orphan lines** you require and click on **OK**.

If these values overlap for a paragraph of text, that paragraph is totally protected from being broken.

NOTE If it would not be possible to fit *any* text into a frame because of the minimum and maximum lines allowed, DESK*press* will ignore the settings and place the text in the frame anyway.

Function keys

You can allocate a function key to each paragraph style using the **Name and F key** option on the **Paragraph Options** form. Click on one of the numbered boxes to allocate a function key to the selected paragraph style. Function keys that have already been assigned are marked in the list. You can reassign one of these keys to the selected paragraph style if you wish.

The list of paragraph style names displayed in the browser in Paragraph mode includes a list of any function keys assigned to these styles. Once you have assigned a function key to a paragraph style, you can use the function key to tag a paragraph by either selecting a paragraph in Paragraph mode or placing the text cursor within a paragraph in Text mode, then pressing the relevant function key.

Ruling lines

Ruling lines are useful for distinguishing a portion of text from others on the same page. They can help to emphasize text or add style to your document, e.g. a ruling line below a header.

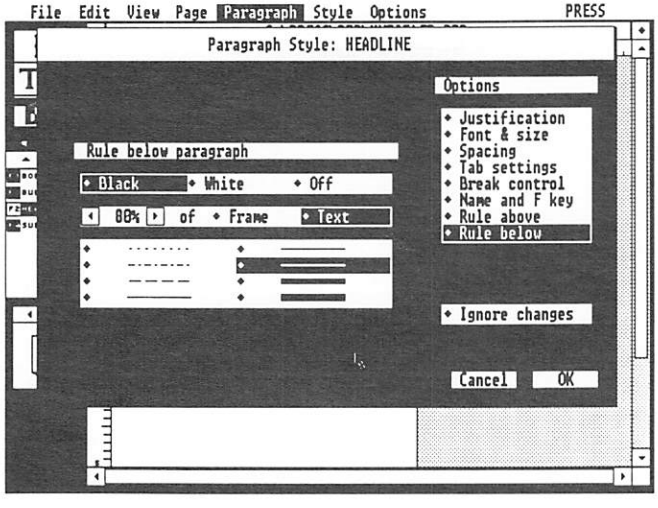
With DESK*press* you can set a paragraph style to have a horizontal ruling line above or below the text, drawn at the **Space above** and **Space below** positions respectively. If a ruling line is too close to the text, adjust the paragraph spacing using the paragraph style **Spacing** option.

To give a paragraph a ruling line:

1. Display the **Paragraph Options** form for that paragraph style.

2. Select **Rule above** or **Rule below**.

The Rule Below form



3. Choose whether the line is to be **Black** or **White** by clicking in the relevant box.

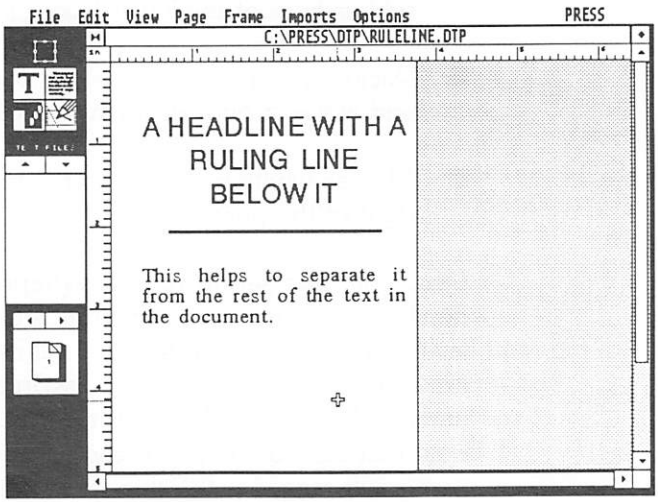
4. The default line style is a solid rule. Select the line style you require by clicking on its box.

   The length of a ruling line is set as a percentage of the width of the paragraph (determined by the paragraph indents set using the **Spacing** option in the **Paragraph** menu), or of the frame containing the text, in multiples of 10%.

5. Click on the left and right arrows next to the percentage box to decrease or increase the percentage. The default line length is 70% of the frame width.

6. Click on **OK** to apply the line(s) to the paragraph:

A ruling line


File Edit View Page Frame Imports Options
PRESS
C:\PRESS\DTP\RULELINE.DTP
A HEADLINE WITH A RULING LINE BELOW IT
This helps to separate it from the rest of the text in the document.

Should you wish to turn a ruling line off after setting it, display the relevant form and click on Off.

Deleting an unwanted paragraph style

Click on **Delete style** in the **Paragraph** menu to delete the selected paragraph style. A warning message will be displayed so that you can change your mind.

NOTE You cannot delete the **Body text** paragraph style.

Automatic paragraph numbering

DESK*press* provides a paragraph numbering facility that will automatically number paragraphs tagged with selected paragraph styles throughout a document. In order to use this facility you should:

- Arrange the paragraph styles used in your document into a hierarchy and assign a level to appropriate ones (with the major heading at the top level and the subheadings at the lower levels, in order of importance)
- Decide which paragraph styles you wish to number and assign a number format to each one
- Choose whether the number is to appear on the left or right of the paragraph.

Once you have set up your paragraph styles for automatic numbering, consecutive paragraphs tagged with the same level of heading in that text file will be numbered in sequence. You do not have to assign a level to all the paragraph styles used in your document. However, please note that the numbering at each level is only reset when a paragraph tagged with a higher level is encountered.

Automatically numbered paragraphs are renumbered when moved so as to maintain the correct numbering order. Paragraphs are also renumbered, if necessary, when you tag a paragraph with a different paragraph style.

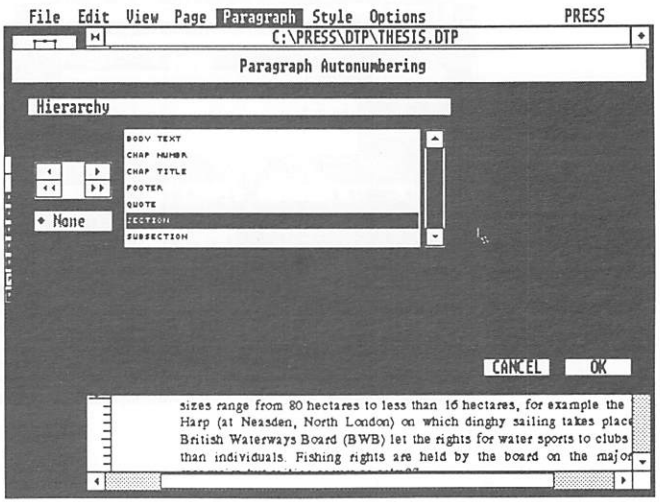
NOTE Paragraphs are only renumbered within a text file. If you have more than one text file in the document, autonumbering will be reset for each text file.

Follow these steps to arrange your paragraph styles into a hierarchy:

1. Click on a paragraph style name in the browser or on a paragraph of text.

2. Select **Autonumbering** from the **Paragraph** menu. The **Paragraph Autonumbering** form is displayed:

The Paragraph Autonumbering form

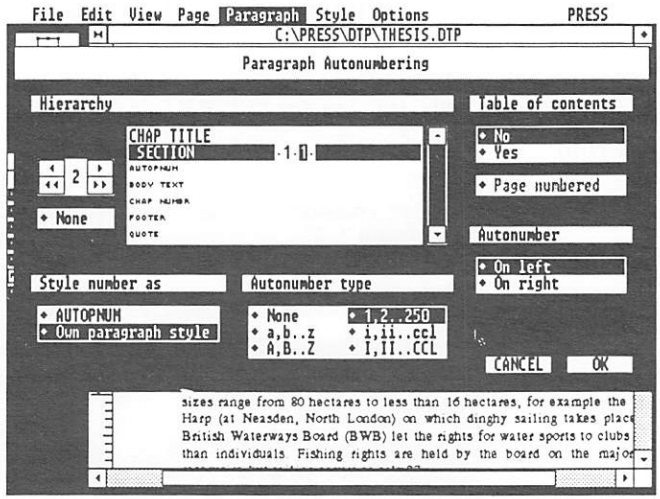

File Edit View Page Paragraph Style Options PRESS
C:\PRESS\DTP\THESIS.DTP
Paragraph Autonumbering
Hierarchy
BODY TEXT
CHAP NUMBR
CHAP TITLE
FOOTER
QUOTE
SECTION
SUBSECTION
None
CANCEL
OK
sizes range from 80 hectares to less than 16 hectares, for example the
Harp (at Neasden, North London) on which dinghy sailing takes place
British Waterways Board (BWB) let the rights for water sports to clubs
than individuals. Fishing rights are held by the board on the major

Paragraph styles that have not been assigned a level are displayed in small text.

3. Scroll the list of paragraph style names using the arrows on the scroll bar and click on the paragraph style you wish to select for automatic numbering. The paragraph style you select is highlighted in the list.

4. Click on the single right or left arrow in the box next to the list of paragraph style names to move the paragraph style up or down a level at a time. As you do so, the level assigned to the paragraph style is displayed in the box and the paragraph style name is displayed in larger text:

Assigning a paragraph level



Once a paragraph style has been assigned a level, you can remove it from the hierarchy by selecting it in the list and clicking on **None**. If you do so, the paragraph style name moves out of the main list and reverts to small text.

As you change the level of the paragraph style up or down, the paragraph style name is moved and indented in the list to reflect its new position in the hierarchy.

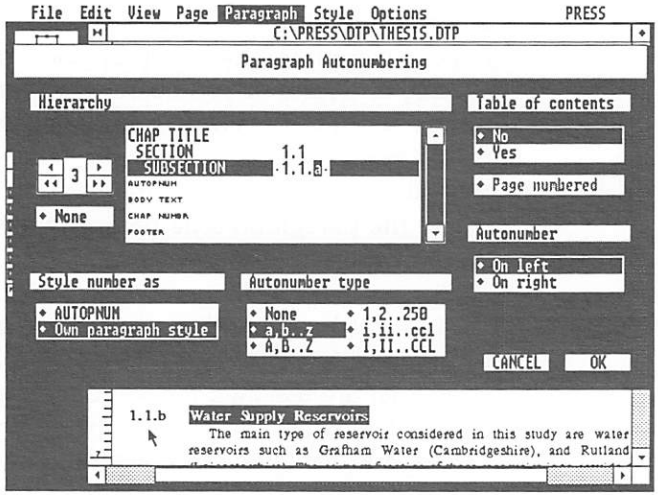
Up to eight levels can be assigned and the same level can be assigned to more than one paragraph style. Paragraph styles that are assigned the same level are listed in alphabetical order in the list of paragraph styles. They do not have to have the same autonumber format. Be careful not to leave any gaps in the levels as this will result in missing numbers at lower levels.

If you wish to change the level assigned to a paragraph style after giving it an autonumber format, but wish to retain the autonumber format, select the style in the list and click on the double left or right arrows. The paragraph style will be moved up or down as relevant, and its autonumber format will move along with it.

Choosing a number format

The format for the automatically generated number is displayed next to the paragraph style name. Notice that alternate character positions are assigned to autonumber types while the other character positions are assigned to autonumber separators:

Number formats



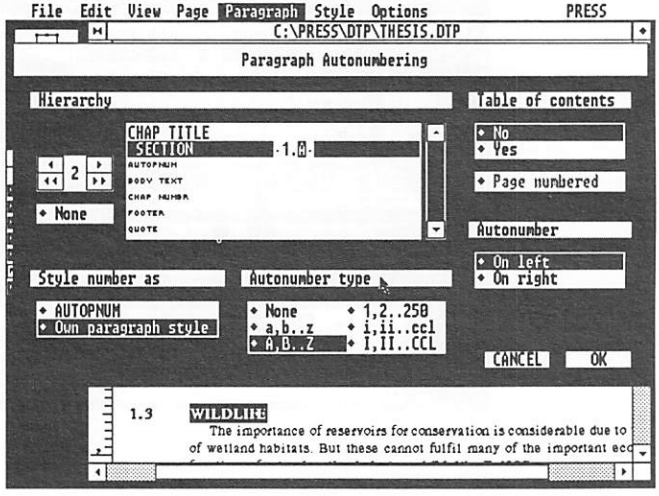
You will notice a display of autonumber types on the form. The display only indicates the *type* of number to be used, e.g. selecting the 1.1 format results in paragraph numbering such as 1.1, 1.2, 1.3 etc. The number of characters available for the autonumber varies according to the level assigned to the paragraph style. The lower the level, the more characters are available to you, up to a maximum of 17 characters, including any autonumber separators.

NOTE If you are using chapter numbers, the paragraph style assigned level 1 is preset with the chapter number for the document (set using the **Page numbers** option in the **Page** menu). If you do not want the top level of heading to be numbered with the chapter number, assign it level 2.

To set the autonumber format for the selected paragraph style:

1. In the list of paragraph styles, click on the relevant position you wish to set or change (a small numeric digit if not assigned), then click on the option you require in the list of autonumber types:

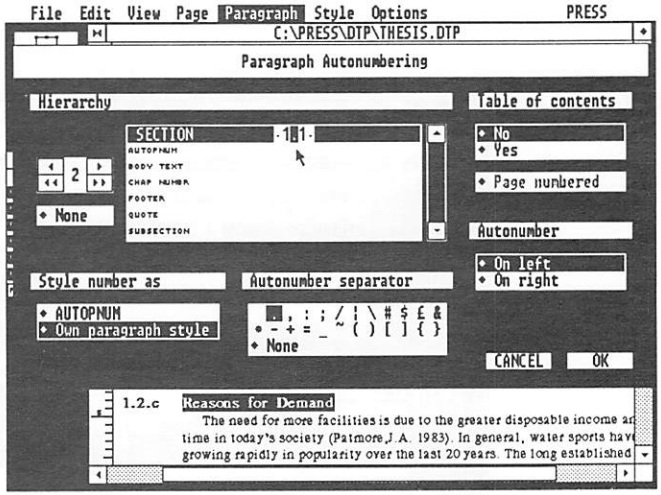
Choosing a number type



The autonumber types available to you are numeric, uppercase and lowercase letters of the alphabet, and uppercase and lowercase roman numerals, in any combination. You also have a choice of autonumber separators (punctuation).

2. To set the separator of the autonumber or to remove it, click on the relevant position (indicated by a small '.' if not already assigned a separator). The list of autonumber types is replaced by a list of autonumber separators:

Choosing a separator



3. Click on the required separator to assign it or click on **None** to remove any assignment.

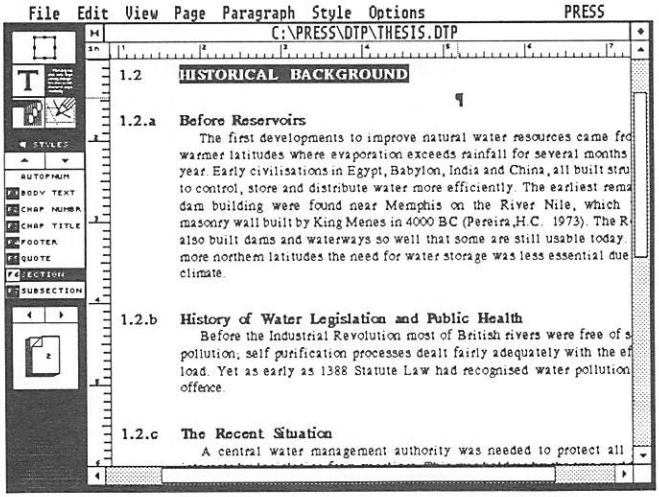
   To switch between the display of autonumber types and the display of autonumber separators, click on a position with a number or a separator, as appropriate.

4. Select whether the autonumber is to be displayed on the left or right of the paragraph. (If the autonumber is to appear on the right of the paragraph, ensure that the first character in the autonumber is a space.)

5. Set as many paragraph style levels and autonumber formats as you require and click on **OK** to apply these to the paragraph style(s).

NOTE You can set up a paragraph style to reset paragraph numbering within a particular level by assigning the paragraph style with a higher level but no autonumber format.

Automatically numbered paragraphs


File Edit View Page Paragraph Style Options PRESS
C:\PRESS\DTP\THESIS.DTP
STYLES
AUTOPNUM
BODY TEXT
CHAP NUMBR
CHAP TITLE
FOOTER
QUOTE
SECTION
SUBSECTION
1.2 HISTORICAL BACKGROUND
1.2.a Before Reservoirs
The first developments to improve natural water resources came fr
warmer latitudes where evaporation exceeds rainfall for several months
year. Early civilisations in Egypt, Babylon, India and China, all built stru
to control, store and distribute water more efficiently. The earliest rema
dam building were found near Memphis on the River Nile, which
masonry wall built by King Menes in 4000 BC (Pereira,H.C. 1973). The R
also built dams and waterways so well that some are still usable today.
more northern latitudes the need for water storage was less essential due
climate.
1.2.b History of Water Legislation and Public Health
Before the Industrial Revolution most of British rivers were free of s
pollution; self purification processes dealt fairly adequately with the ef
load. Yet as early as 1388 Statute Law had recognised water pollution
offence.
1.2.c The Recent Situation
A central water management authority was needed to protect all

Styling the autonumber

You will notice a section on the form with the choice of styling the autonumber as **Autopnum** or as the selected paragraph style. Unless you specify otherwise, an automatically generated number takes on the attributes of the paragraph style with which it is associated.

You can give all the automatically generated numbers in your document the same font, point size, text style, justification and indents by selecting **Style number as Autopnum** for that paragraph style. When **Autopnum** is selected, a paragraph style called **Autopnum** is created.

Changing the font, point size, style, justification, left and right indents of **Autopnum** will change these attributes for all autonumbers you have selected to be styled with **Autopnum**.

Normally the autonumber part of a paragraph is placed at the **First line left indent** of the paragraph style. The remaining text of the paragraph is indented at the **Left indent** for that paragraph.

When using **Autopnum**, the number is placed in the same area, but according to the attributes set up for **Autopnum**, e.g. centred, round boxed, bold, Serif, 14 point, left indent, right indent etc.

Although you can assign an automatically generated number to a paragraph style which has a bullet, the bullet will override the numbering.

NOTE If you wish to generate a table of contents, you need to assign levels to the paragraph styles, even if you do not wish them to be automatically numbered. Table of contents creation is described in the chapter entitled *Contents and index creation*.

Text style

To change the text style of a paragraph style, select a paragraph of text or click on the paragraph style name in the browser, then click on the appropriate command(s) in the **Style** menu e.g. **Bold**. The style(s) you choose will then be applied to all paragraphs throughout the document tagged with that paragraph style name.

Normal resets the paragraph style, turning off any text style options previously selected for the paragraph style. However, clicking on **Normal** in Paragraph mode does not turn off any text style options selected in the **Style** menu using Text mode. Such style selections can only be turned off by marking the text in Text mode and clicking on **Normal**.

The **Outlined** text style is only available if you are using a PostScript printer or have the outlined fonts available.

Some text styles have keyboard shortcuts listed beside them in the **Style** menu. For further details on different text styles see "Restyling a block of text" in the chapter entitled *Working with text*.

Automatic kerning

Automatic kerning can be switched on or off for a paragraph style by selecting that paragraph style and clicking on **Autokern** in the **Style** menu. Automatic kerning makes use of kerning tables. If you add fonts using a font generator such as Typografica, the tables supplied with those fonts are used for automatic kerning.

Autokern can also be used for blocks of text. This process is described in the chapter entitled *Working with text*.

Switching paragraph styles

If you wish to tag a paragraph with a different paragraph style, select the paragraph then click on a different style name in the browser. The paragraph you have selected will take on the characteristics of that style and will remain selected so that you can run through a range of styles.

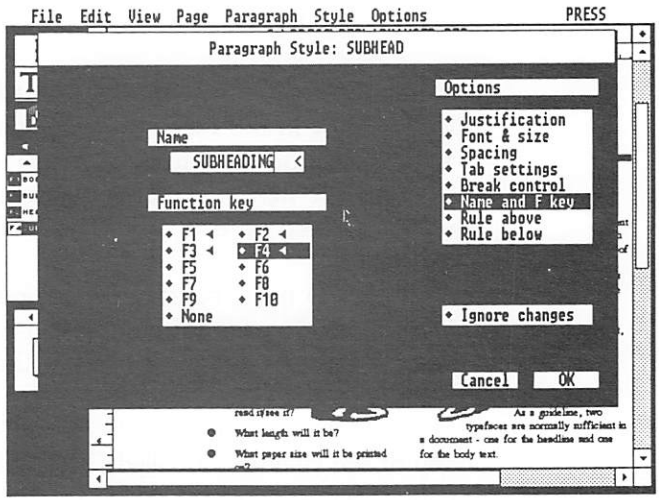
You can also override the paragraph style of an individual section of text and make it take on different characteristics from the rest of that paragraph by marking it as a block and changing it in Text mode. Please note, however, that if you use Text mode to mark entire paragraphs, these settings are not saved as part of the paragraph style and hence are not retained in the style sheet. Text mode is only intended to style short sections of text. You will find it more effective to create a new paragraph style for any combination of style, font and size etc. that you use frequently.

NOTE You can select several paragraphs at the same time by holding down (SHIFT) and clicking on each paragraph in Paragraph mode. Any paragraph style you assign using the browser will apply to all the selected paragraphs. However, the options in the **Paragraph** menu are not available to you when several paragraphs are selected.

Renaming a paragraph style

The name of an existing paragraph style can be changed at any time by switching to Paragraph mode and double-clicking either on a paragraph tagged with the style to be renamed or on the paragraph style name in the browser. When the **Paragraph Options** form is displayed, select the **Name and F key** option. Type a new name for the paragraph style and click on **OK**.

Renaming a paragraph style



Saving the style sheet

Having set up your style sheet for a particular document, you may wish to use it for another document. To do so, you must first save your style sheet to disk as a separate file. Click on **Save style sheet** in the **File** menu to save your current document format, master page, headers and footers, and paragraph styles on disk. When the Item Selector is displayed, type in the name of your style sheet on the selection line and click on **OK**. Try to give the style sheet a name that reflects the sort of document it will be used for, e.g. `REPORT.STY`.

When you wish to use the style sheet for a new document, click on **New** in the **File** menu to display the form asking you whether you want to load a style sheet. Click on **Yes**, and when the Item Selector is displayed, choose the style sheet you saved on disk and click on **OK**.

If you wish to make substantial changes to a style sheet without changing the original, first use **Save style sheet** in the **File** menu to save a copy of the original style sheet with a different name, and only make changes to the copy. If none of the sample style sheets are suitable, amend a *copy* of the style sheet called DEFAULT.STY. By changing existing style sheets and saving them on disk separately, you can build up a library of tailor-made style sheets.

Summary

This chapter describes how to use style sheets and how to create and change paragraph styles to suit your needs.

PRINTING

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This chapter describes how to print your DESK*press* documents, and the different printer options available to you. Information about the use of HP LaserJet Soft Fonts is provided towards the end of this chapter.

Printing your document

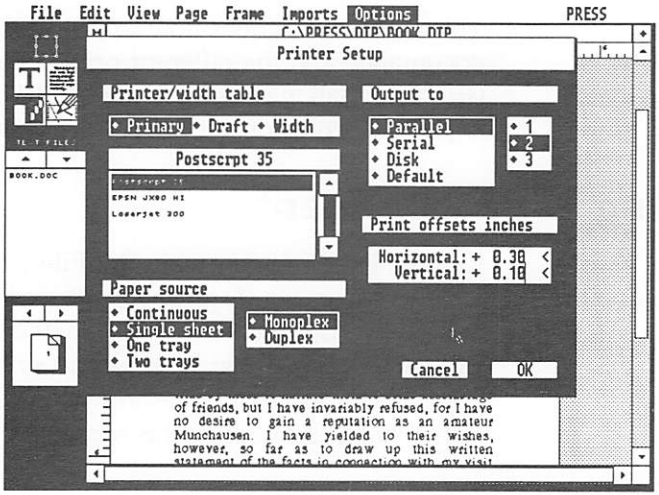
Use the **Print** command in the **File** menu to print the current document. A form is displayed allowing you to select various options, such as whether to print to disk or to the printer, number of copies to print, which printer, page range, forward or reverse order, and so on. These options are discussed in this section.

Printer setup

Click on **Printer setup** in the **Options** menu to select:

- Your primary and draft (secondary) printer from those you have installed
- Which port to use (Serial or Parallel)
- Which width table to use from those you have generated using PRESSWID
- Whether to print on both sides of the paper (**Duplex**) if your printer is capable of doing so, or whether to print on one side of the paper (**Monoplex**)
- The paper source (continuous, single sheet, one or two paper trays)
- The vertical and horizontal print offsets.

The Printer Setup form



You can change the primary or draft printers at any time by clicking on **Primary** or **Draft** and selecting another printer from the list. If you only installed one printer for use with DESK*press*, that printer is selected as the primary printer and no other printer can be selected.

The other options on the form, including the print offsets, can be set for both the primary and draft printers. The default port is the one for which the selected printer was installed.

A width table is created for each installed printer by running PRESSWID for each one. This table contains information on font widths, used by DESK*press* when displaying text on screen and when printing text on paper. You can use a different width table with the selected printer. More information on printer font widths is found in this chapter in the section "Using different printer font widths".

Use the vertical and horizontal print offset values to adjust the printing position of the page on the paper. You can adjust the offsets in two directions: + upwards or leftwards, and - downwards and to the right. Click on the symbol to switch between the two directions.

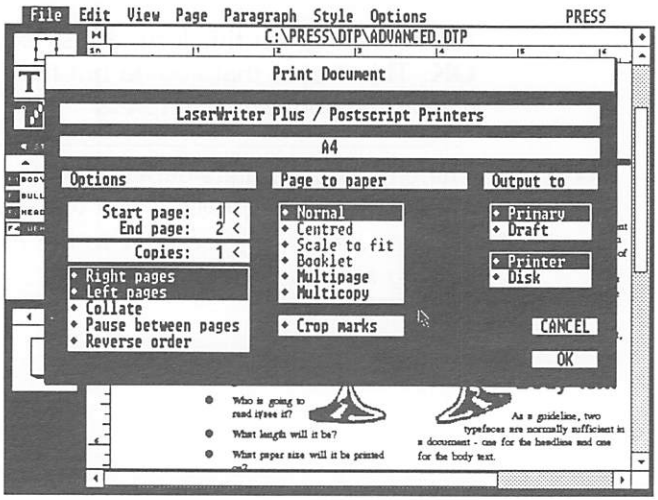
All the settings on this form are saved when you click on **OK**. This means that you do not have to set them up every time you use DESK*press*.

NOTE The choice of printers depends on the printers you have installed for DESK*press*. If you wish to add a printer to your installation, please refer to the *Installation and getting started* manual for details.

Printing options

Click on **Print** in the **File** menu or use the keyboard shortcut to print the current document.

The Print Document form



The options available on the **Print Document** form let you choose:

- The page range and number of copies required
- The order in which to print the document
- How the page is to be printed on the paper (e.g. **Normal**, **Centred**, **Booklet**, etc.)
- Whether to print to the printer or to disk, and which printer to use.

Click on **Right pages** to print the right pages of your document and on **Left pages** to print the left pages of your document.

Collate can be used when printing several copies of the same document. When **Collate** is selected, each copy of your document is printed in the order 1,2,3,... 1,2,3,... rather than 1,1,... 2,2,... 3,3,... etc. This method of printing takes longer but eliminates the need to sort the pages into order manually.

When **Pause between pages** is selected, printing will be paused after each page and a message will be displayed for you to continue when you are ready.

Select **Reverse order** to print your document from the last page to the first.

If the page size is smaller than the paper, choose whether to print the page **Centred** on the paper, with or without crop marks.

Scale to fit scales the page up or down to fit the paper if the page and paper sizes are different. If the page is smaller than the paper, the point sizes available on the **Font & Size** form will be adjusted so that you cannot select a point size that you will not be able to use when the page is enlarged at print time.

The **Booklet** option is available when the paper size is at least twice the page size. When half the document has been printed, printing will be paused so that you can place the paper in the tray the correct way around and print on the other side of the paper. You will not need to do this if your printer can print on both sides of the paper and **Duplex** has been selected using **Printer setup** in the **Options** menu.

The **Multipage** option enables you to print several pages onto a single piece of paper, useful for checking the consistency of document format. When this option is selected you can choose the number of pages to be printed (up to 16) by clicking on the appropriate number in the box.

Multicopy allows you to print several copies of the same page onto a piece of paper. Choose to print up to 16 copies of the same page by clicking on the appropriate box.

If the paper type selected on the **Document Format** form is larger than the page size, the page can be printed in the centre of the paper, and you can choose whether to have crop marks around the edges, by making appropriate selections.

NOTE You cannot print in **Booklet** format on a 9-pin dot matrix printer unless the printer has a wide carriage.

When printing a document which uses more than one selected paper type, a message will be displayed at the appropriate point, asking you to change the paper in the paper tray or sheet feeder. When more than one paper tray is used, the default paper for the document should be placed into the first paper tray.

Printing to disk

DESK*press* lets you print your DTP file onto disk so that you can print it later using the DOS `Copy` command.

To print to disk:

1. Click on **Print** in the **File** menu, select **Disk** and click on **OK**. An Item Selector will be displayed.

2. Specify a folder and name for the file and click on **OK**. The DESK*press* file will be printed to disk with the name you have chosen.

3. When you are ready to print the file, exit to the DOS prompt and use the DOS `Copy` command to print the file. For example, type:

   ```
   Copy filename.prn PRN: /b
   ```
   (RETURN)

Please refer to your DOS manual if you require details of the `Copy` command.

Using different printer font widths

Printer font widths vary from printer to printer. Hence a document printed on a dot matrix printer will look different (e.g. line breaks may differ) when printed on a laser printer. You can print using different printer widths as a means of ensuring that copies of your document printed on your draft printer will give you a good idea of the final printout. It is usually advisable to print on the draft printer using the printer font widths of the final quality printer.

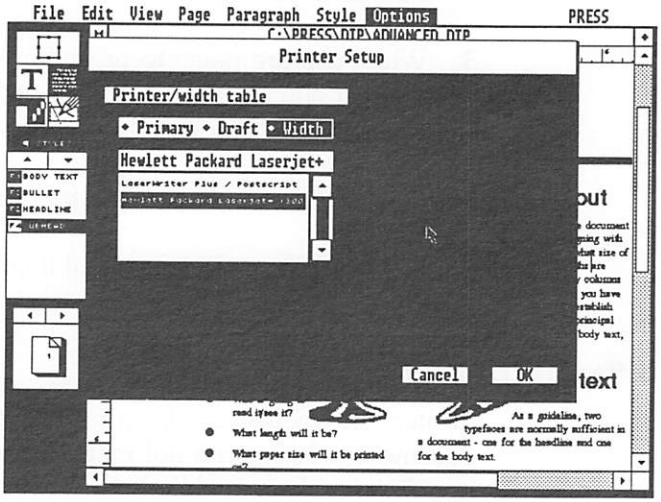
Printer font widths information is stored in a width table. When you select a printer using PRESSWID, a width table is created for that printer.

To change width tables:

1. Click on **Printer setup** in the **Options** menu.

2. When the form is displayed, click on **Width**, choose another width table from the list and click on **OK**:

Using different printer font widths



The fonts available on the **Font & Size** form will depend on which width table you are using. If you are printing using the width table for a different printer, some of the fonts may not be available. If this happens, the printer will use another appropriate font.

Using HP LaserJet Soft Fonts

DESK*press* supports HP Soft Fonts, and can use both HP Soft Fonts and GEM/3 fonts. This combined use of Soft Fonts and GEM/3 fonts is only possible with the HP printer drivers provided with DESK*press*. The main advantage of downloading HP Soft Fonts into the memory of the printer is a significant increase in printing speed. If GEM/3 fonts are used, a bitmap picture of each page in your document is sent to the printer. When an HP Soft Font is downloaded, the full character set of the font is held in the printer's memory and information concerning which characters are required is sent to the printer. Generally, if more than 250 characters in a particular font occur on a page of your document, it is quicker to download an HP Soft Font than it is to send a bitmap picture of the page to the printer. However, HP Soft Fonts in *larger* point sizes will take longer to download and may not fit into the printer's memory.

These considerations make it advantageous to use a combination of GEM/3 fonts for larger point sizes (generally, above 14 points) and HP Soft Fonts for smaller point sizes (e.g. 10 point body text).

Using HP Soft Fonts of a particular typeface and point size will disable the GEM/3 fonts for that typeface and point size. This means that if you wish to use different weights of that typeface and point size (e.g. bold, italic, light and bold italic), these must also be HP Soft Fonts. (An HP LaserJet printer will not embolden or italicise a roman font where bold and italic HP Soft Fonts are not available.)

HP Soft Fonts cannot be used for white text. You should therefore use GEM/3 fonts for any typeface and point size in which you require this style.

Bear in mind that you need portrait Soft Fonts for documents created in the portrait orientation and landscape Soft Fonts for documents created in the landscape orientation.

NOTE You can use the Typografica Prime Collection supplied with DESK*press* to create the HP Soft Fonts you need.

If you are using a font generator such as Typografica to create your HP LaserJet Soft Fonts, you should ensure that the HP LaserJet Soft Fonts and associated HFI files are placed in the \GEMAPPS\FONTS folder. If your supplier of Soft Fonts did not supply HFI files, you should create them yourself. The format of HFI files is described in this chapter.

Downloading HP LaserJet Soft Fonts

If you are using HP LaserJet Soft Fonts, you may wish to save printing time by "permanently" downloading Soft Fonts to your HP LaserJet printer. HP LaserJet Soft Fonts that are permanently downloaded remain resident in the memory of the printer until the printer is turned off or a global reset command is sent to it. A utility called DOWNLOAD.EXE is provided with DESK*press* to permanently download your Soft Fonts. This utility is automatically copied to the \GEMAPPS\GEMSYS folder when you install DESK*press*.

You should use DOWNLOAD before a session in which you intend to print a DESK*press* document.

Before you run DOWNLOAD

Some preparation is required before you can run DOWNLOAD:

1. Decide which Soft Fonts you wish to download and use the GEM Desktop or the DOS `Dir` command to note their filenames. The Soft Fonts are found in the \GEMAPPS\FONTS folder, with the filename extension **.SFP** for portrait fonts and **.SFL** for landscape fonts.

2. Use a word processor to make a list of the font filenames for the Soft Fonts which you wish to download. It should be an ASCII file. The DOWNLOAD program will look for this list when you run it.

3. Place the list in the GEMAPPS\GEMSYS folder. Call the file `HPU.CNF` for HP LaserJet II printer fonts and `HPH.CNF` for HP LaserJet Plus fonts. If you are using fonts for both printers, you should create separate files for each one.

4. The format for each line in the list is as follows:

   `PERMFONT(n FONTNAME.SFP)`

   where `n` is a number starting at zero increasing by 1 for every line in the list and `FONTNAME.SFP` is the name of the font file.

5. Save the file in ASCII format.

This is an example of a .CNF file:

```
PERMFONT(0 SRF010RM.SFP)
PERMFONT(1 SRF012RM.SFP)
PERMFONT(2 SAN010RM.SFP)
PERMFONT(3 SAN012RM.SFP)
```

Using DOWNLOAD

Once you have completed the preparation described above, download your Soft Fonts "permanently" to the printer as follows:

1. At the DOS prompt, change to the hard disk where GEM is installed (e.g. by typing `C:` (RETURN)).

2. Change to the directory where DOWNLOAD is located by typing `CD \GEMAPPS\GEMSYS` (RETURN)

3. To start DOWNLOAD, type `DOWNLOAD` (RETURN).

Format of HFI and PFI files

For GEM/3 to recognise and successfully use an HP LaserJet Soft Font it needs certain information which it cannot get from the font file itself. This information is supplied in the form of a small ASCII file called an HFI file. Each HP Soft Font has an associated HFI file.

If you are adding PostScript printer fonts you will need a PFI file for each font.

The name of each HFI or PFI file is the same as the font with which it is associated, but with the extension HFI or PFI.

If your font vendor did not supply HFI or PFI files, you need to create these yourself. The following information applies to both HFI and PFI files.

HFI and PFI files have the following format:

```
file(filename)
name(facename)
face(font identification number)
attribute(flag)
encode(1)
point(point size)  (HFI files only)
compression(nnn)  (HFI files only)
```

The `filename` is the name of the font file. Since the same HFI file applies to both landscape and portrait fonts, the extension (SFL or SFP) is not needed.

The `facename` is the name of the font, which will be displayed by DESK*press* in its font selection dialogue box.

The `font identification number` is the value used by GEM to internally identify font families (eg SANS = 2, SERIF = 14). This information is provided in the *Reference section*. The `flag` value sets the attributes for the font:

```
roman           attribute(0)
bold            attribute(1)
italic          attribute(4)
bold italic     attribute(5)
```

The `encode` value indicates the character mapping used and is normally set to 1.

The `point` is the point size of the specified HP Soft Font. This line is *not* required for PFI files.

The compression ratio, `nnn`, is the expansion or compression ratio for the associated HFI font. The ratio is normally `100` unless the font has been specially created with a different compression ratio. This line is *not* required in PFI files.

After creating the HFI or PFI file, run PRESSWID and start DESK*press*. Open TESTCARD.DTP and change the font of the text on page 2 (the GEM/3 character set) to the font for which you have created an HFI or PFI file. Print this page. If several characters are missing, change the encode value to `0`.

Two examples

Here are two examples of HFI files:

Century Schoolbook 12 point Bold.

```
file(CSB020BD)
name(Century Schoolbook)
face(20)
attributes(1)
encode(1)
point(12)
compression(100)
```

Serif 10 point Bold Italic

```
file(SRF010BI)
name(Serif)
face(14)
attributes(5)
encode(1)
point(10)
compression(100)
```

Summary

This chapter provides information you need to print your documents with DESK*press* and contains technical information relevant to users of HP LaserJet Soft Fonts.

1 1.1

CONTENTS AND INDEX CREATION

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This chapter describes how to use DESK*press* to generate a table of contents and an index for a DTP file or a group of related DTP files (publication). You will find these facilities extremely useful when working on long documents.

Creating a table of contents

DESK*press* creates a table of contents based on a hierarchy of specified paragraph styles. You choose the paragraph styles to be used in the table of contents and DESK*press* searches through your document to extract text that has been tagged with those paragraph styles. For example, if you select the **Headline** and **Subhead** styles for table of contents generation, DESK*press* will extract all the text in your document that has been tagged with the **Headline** and **Subhead** styles. That text can then be imported and styled as you wish.

In order to create a table of contents you should:

- Use the **Autonumbering** option in the **Paragraph** menu to set up a hierarchy of appropriate paragraph styles and select them for inclusion in the table of contents
- Generate the table of contents
- Start a new document (not essential unless you wish to use a different style sheet) and import the table of contents
- Style the table of contents.

These steps are described in the following sections.

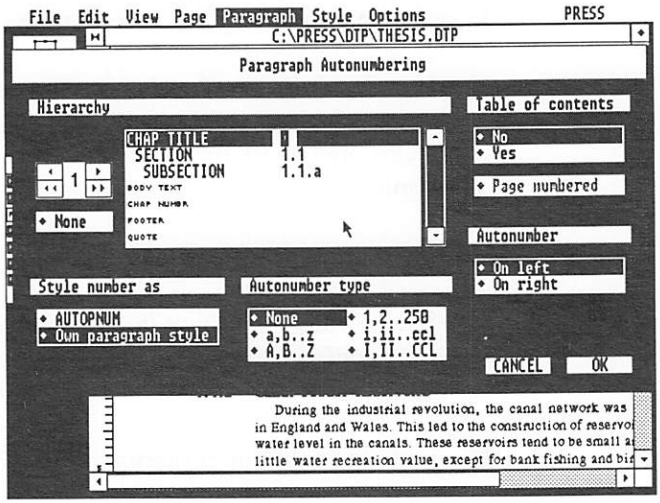
Setting up a paragraph hierarchy

The first step in creating a table of contents is to decide which paragraph styles you wish to represent in your table of contents, and their order of importance. Next, set up a hierarchy of paragraph styles. (Automatic paragraph numbering is described in more detail in "Automatic paragraph numbering" in the chapter entitled *Giving your document a style*.)

To select paragraph styles for table of contents generation:

1. In Paragraph mode click on a paragraph of text or on a paragraph style name in the browser, then click on **Autonumbering** in the **Paragraph** menu. The **Paragraph Autonumbering** form is displayed:

The Paragraph Autonumbering form



2. Scroll through the list of paragraph style names to select a paragraph style which you wish to set for table of contents generation.

3. When the paragraph style name is highlighted in the list, assign a level to it (if it does not already have one) and click on **Table of contents** Yes.

   The paragraph style name is marked in the list to show that it is chosen for table of contents generation.

4. Select whether you want the page references associated with any paragraph of the selected paragraph style to appear in the table of contents. Click on **Page numbered** if you do.

5. Repeat the selection process for any other paragraph styles that you wish to choose for table of contents generation and click on **OK** when you have finished.

Generating the table of contents

Once you have set up your hierarchy of paragraph styles as described above, you are ready to generate a table of contents.

To generate the table of contents, switch to Frame mode and click on **Create TOC** in the **Imports** menu.

DESK*press* will search through your document for all the paragraphs that have been tagged with the paragraph styles selected for table of contents. This text is saved in the same folder as the DTP file, with the same name as the DTP file but with the filename extension **.TOC**. The page references are saved in the format chosen for them using the **Page numbers** option in the **Page** menu.

NOTE Bear in mind that you will have to recreate your table of contents if the pagination of your document changes or if you edit the text tagged with the selected paragraph styles.

Importing the table of contents

Follow these steps when you are ready to work on the table of contents:

1. Click on **New** in the **File** menu.

2. When the style sheet message is displayed, select **Yes** to load a style sheet from disk or **No** to set up your document format from scratch.

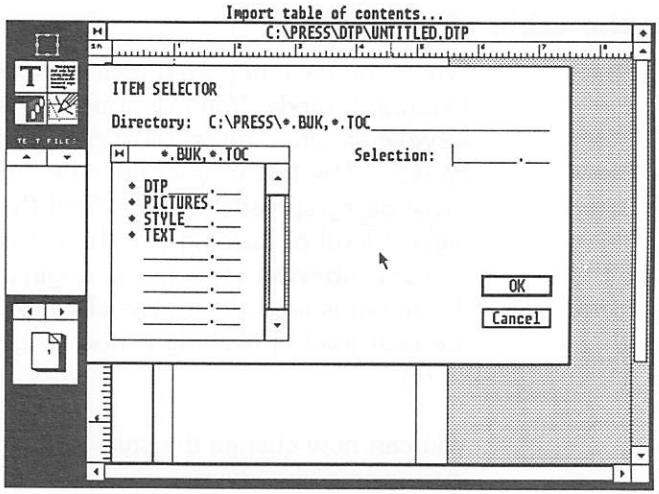
NOTE You may wish to load the sample style sheet called CONTENTS.STY found in the STYLE folder before you import the table of contents text.

3. Set up the frames of the document in the usual way.

4. Click on **Import TOC** in the **Imports** menu.

5. When the Item Selector is displayed, select the table of contents filename. (You can click on a **.TOC** file or a **.BUK** publication file.) Click on **OK**:

Importing the table of contents



The name of the table of contents file is displayed in the browser, with the extension **.TOD**. The filename extension is changed so that you can later export the text without overwriting the original contents file.

6. Place the text into your document frames.

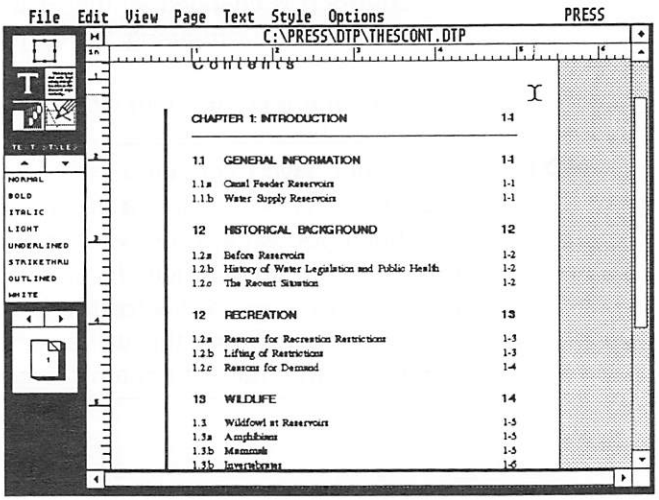
NOTE You do not have to create a new document for your table of contents. However, it is a good idea to do so, and essential if you want to use a different style sheet. If you do not intend to create a new document for the contents, remember to insert pages for the table of contents *before* you generate it. Doing this will ensure that the page numbers in the table of contents is correct.

Styling the table of contents

When you have imported your table of contents, switch to Paragraph mode. You will notice the style names **Level1**, **Level2** etc among the list of paragraph style names in the browser. The text of your table of contents is tagged with these paragraph style names. Text that was tagged with the highest level of heading (i.e. the lowest number) on the **Autonumbering** form in the original DESK*press* document is tagged with **Level1**, text that was tagged with the next level of heading is now tagged with **Level2**, and so on.

You can now change the style of your text by changing these paragraph styles. Information on how to change paragraph styles is found in the chapter entitled *Giving your document a style*.

An example of a table of contents



Use **Save as** in the **File** menu to save the table of contents as a DESK*press* DTP file on disk.

NOTE Once you have created your table of contents, you can export the text in a word processor format for further editing. If you do so, and wish to re-import the text, you should use either **Replace text** or **Import text** to import this text.

Creating an index

DESK*press* creates an index based on index entries that you have inserted in your text. When an index is generated, these entries are sorted into alphabetical order and saved in a text file, with their corresponding page numbers.

An index entry is made up of two parts: a *primary* entry and a *secondary* entry. The primary entry is the main text that is to appear in the index, while the secondary entry is the text to appear after the primary entry.

The secondary entry can be one of three types: *Normal*, *See* or *See also*.

A **Normal** index entry is placed in the index so that its primary entry is sorted alphabetically and its secondary entry appears after it with associated page numbers.

A **See** entry is placed in the index so that its primary entry is sorted alphabetically and its secondary entry has the word "See" in front of it, with no page numbers.

A **See also** entry is placed in the index so that its primary entry is sorted alphabetically and its secondary entry has the words "See also" in front of it, with no page numbers.

In order to create an index you should:

- Use Index mode to insert index entries into your text
- Generate the index
- Start a new document (not essential unless you wish to use a different style sheet) and import the index
- Style the index.

These steps are described in the following sections.

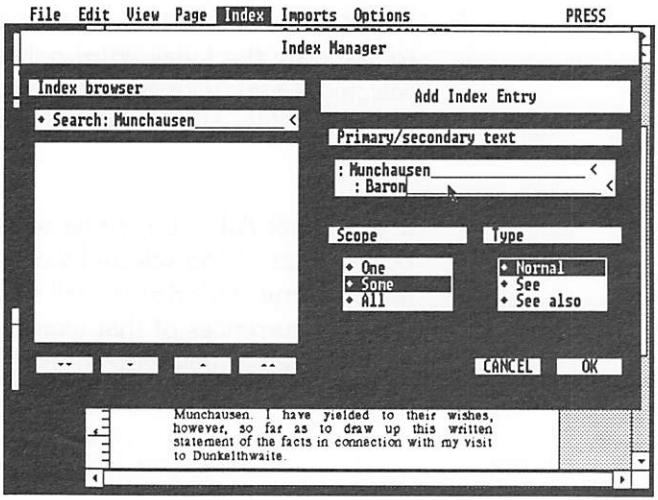
Inserting index entries

To insert an index entry into your text:

1. Switch to Index mode by clicking on its icon in the toolkit. You will notice that the mouse pointer becomes a hollow pointer when you move it into the work area, and the **Index** menu becomes available in the menu bar.

2. Click the pointer on a word you wish to insert as an index entry so that it is highlighted, then click on **Add entry** in the **Index** menu. The **Add Index Entry** form appears, with the index browser on the left:

Inserting index entries



3. Type the primary and secondary entries to be associated with the word you selected. The primary entry is displayed above the secondary entry on the **Add Index Entry** form. (The word you selected in the text is automatically inserted as the primary entry.) In the illustration above, "Munchausen" is the primary entry and "Baron" is the secondary entry.

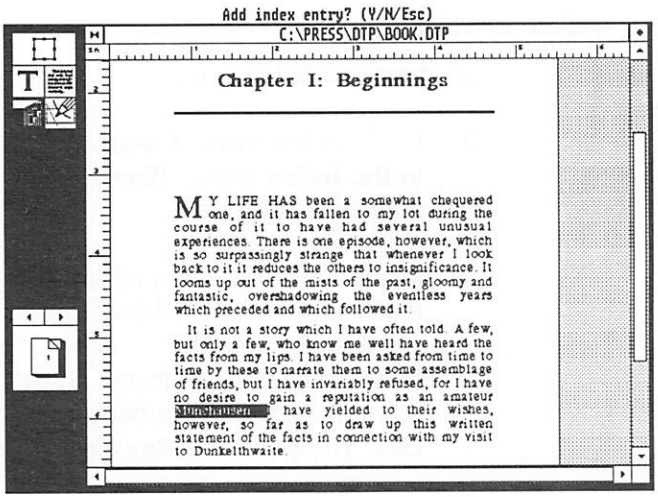
   The Index browser displays all the index entries you have inserted. If you wish, you can click on an entry in the index browser to select the text of that entry as the text for the entry you are inserting.

4. Select the **Type** of entry you wish to insert (**Normal**, **See** or **See also**).

5. Select the scope of the addition, i.e. whether you wish to associate the index entry only with the word you selected (**One**), with **Some** occurrences of that word in the text file, or with **All** occurrences of it in that text file.

   If you select **All**, DESK*press* will automatically index all occurrences of the selected word in that text file. If you select **Some**, DESK*press* will search through the text for all occurrences of that word and display a message asking whether you wish to index each particular occurrence:

Inserting index entries selectively


Add index entry? (Y/N/Esc)
C:\PRESS\DTP\BOOK.DTP
Chapter I: Beginnings
MY LIFE HAS been a somewhat chequered one, and it has fallen to my lot during the course of it to have had several unusual experiences. There is one episode, however, which is so surpassingly strange that whenever I look back to it it reduces the others to insignificance. It looms up out of the mists of the past, gloomy and fantastic, overshadowing the eventless years which preceded and which followed it.
It is not a story which I have often told. A few, but only a few, who know me well have heard the facts from my lips. I have been asked from time to time by these to narrate them to some assemblage of friends, but I have invariably refused, for I have no desire to gain a reputation as an amateur [illegible] have yielded to their wishes, however, so far as to draw up this written statement of the facts in connection with my visit to Dunkelthwaite.

DESK*press* only searches through the selected text file when inserting index entries in this way. You need to repeat this process for every text file that you may have in the document.

6. Click on **OK** to insert the index entry (or on **Cancel** to abandon the form without inserting an index entry). If **Show index markers** is selected in the **View** menu, the indexed word is underlined (marked) on screen.

You can also insert index entries by double-clicking on the word to be indexed. The **Add Index Entry** form will be displayed, without the index browser.

NOTE You can insert index entries into your text when working on it with your word processor. Please refer to the section "Index entries" in the *Reference section* for further details.

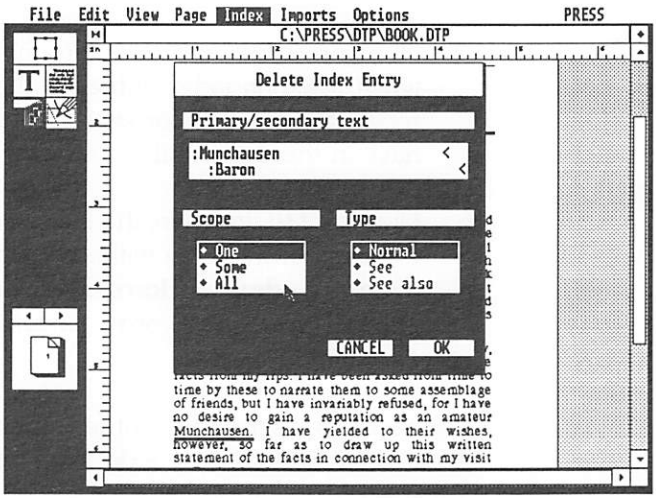
Deleting index entries

To delete an index entry:

1. Click on the marked word, then click on **Delete entry** in the **Index** menu. Alternatively, click on the word and press (DEL).

2. If there is more than one index entry associated with that word, a form will be displayed for you to choose which entry you wish to delete. Click on **Previous** or **Next** to scroll through the entries in turn until the reference you wish to delete is shown, then click on **OK**. The **Delete Index Entry** form will be displayed:

The Delete Index Entry form


File Edit View Page Index Imports Options PRESS
C:\PRESS\DTP\BOOK.DTP
Delete Index Entry
Primary/secondary text
:Munchausen
:Baron
Scope
One
Some
All
Type
Normal
See
See also
CANCEL
OK
time by these to narrate them to some assemblage of friends, but I have invariably refused, for I have no desire to gain a reputation as an amateur Munchausen. I have yielded to their wishes, however, so far as to draw up this written statement of the facts in connection with my visit

3. Choose the scope of the deletion, i.e. whether to delete that entry only (**One**), some occurrences of that entry (**Some**) or all occurrences (**All**) of that entry in the selected text file. (When **Some** or **All** is selected, DESK*press* searches for all occurrences of the *marked word*, in the text, which have that particular entry.)

4. Click on **OK** to confirm the deletion or on **Cancel** to remove the form without deleting the entry.

After an index entry has been deleted it will remain displayed in the index browser with an asterisk next to it until you have used **Purge** to remove it. (Purging is described later in this chapter.) As long as an entry remains listed in the index browser you can insert it elsewhere by clicking on it in the browser when adding or editing index entries.

Editing index entries

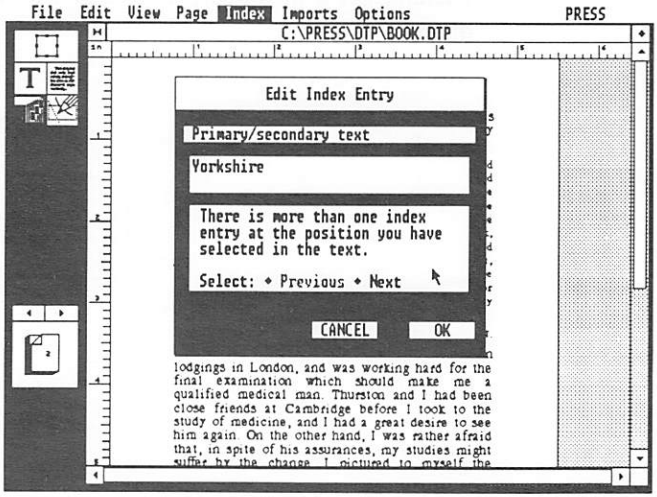
After you have inserted an index entry into your text you may wish to change it. Do so as follows:

1. In Index mode, click on the marked word and click on **Edit** in the **Index** menu.

2. Alternatively, double-click on the marked word to edit its entry.

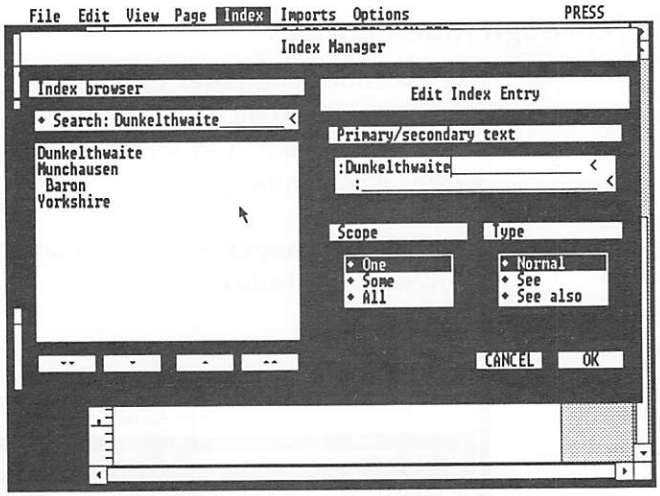
3. If the word has more than one index entry associated with it a form will be displayed for you to select the entry to be edited:

Editing index entries


File Edit View Page Index Imports Options PRESS
C:\PRESS\DTP\BOOK.DTP
Edit Index Entry
Primary/secondary text
Yorkshire
There is more than one index entry at the position you have selected in the text.
Select: ◆ Previous ◆ Next
CANCEL
OK
lodgings in London, and was working hard for the final examination which should make me a qualified medical man. Thurston and I had been close friends at Cambridge before I took to the study of medicine, and I had a great desire to see him again. On the other hand, I was rather afraid that, in spite of his assurances, my studies might

4. Click on **Previous** or **Next** to scroll through the entries until the one you wish to edit is displayed, then click on **OK**. The **Edit Index Entry** form is displayed:

The Edit index entry form



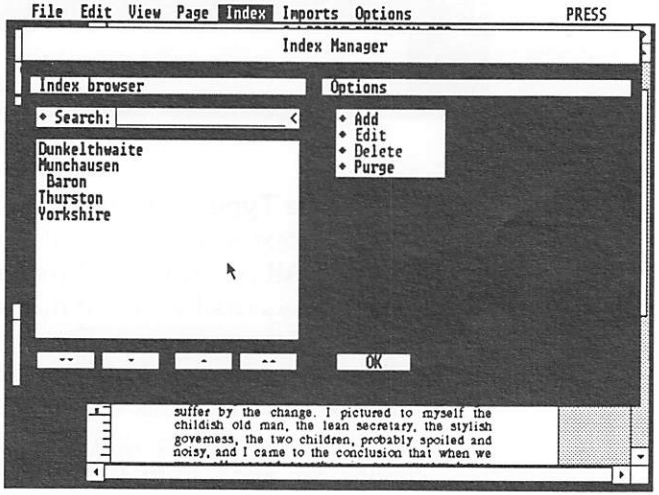
5. Change the **Type** of the entry, or the primary and secondary text as required, and select whether **One**, **Some** or **All** occurrences of *that entry* in the selected text file, associated with that marked word, are to be changed in the same way. For example, if you have indexed two occurrences of the word "publishing" in your text with the index entry "Use of DTP", and edit one of the two entries to read "Using DTP", this change can apply to that entry only or to both entries.

Browsing through index entries

Use the **Index Manager** to display a list of the index entries in the current document and to edit the index as a whole without having to search through your text for specific index entries.

The **Index Manager** is displayed when you click on **Browse** in the **Index** menu:

The index manager



The index entries are listed in alphabetical order. Use the arrows to scroll up or down the list of index entries a line or page at a time.

The **Search** button allows you to search through the list for a specific word or letter of the alphabet. Type a word or letter in the **Search** box, then click on **Search**.

The **Add**, **Edit** and **Delete** buttons are used to add, edit or delete the index entries. These facilities are very powerful and should be used with care.

The **Add** button allows you to add index entries (without any corresponding marker in the text). For example, you may wish to add a **See** or **See also** entry using this facility. To add an entry, click on **Add** and make appropriate selections when the form is displayed.

Use the **Edit** button to edit the primary or secondary index entries, or to change the type of entry. Click on an entry in the list to select it, then click on **Edit** to edit it.

If you click on a secondary entry, both the primary and secondary entry are displayed for you to work on. Any changes to this entry will apply to this primary and secondary entry, and not to any other secondary entries which may also have the same primary entry. To change the primary entry for *all* the associated secondary entries, click on the primary entry in the list, then click on **Edit**. The primary entry will be displayed for you to work on, and any changes you make to it will affect *all* occurrences of that primary entry in the text (including any occurrences which have associated secondary entries).

To delete an entry, select it in the list, click on **Delete**, then make appropriate selections on the **Delete Index Entry** form. The entry will remain listed in the browser with an asterisk beside it until you click on **Purge** to remove it. While the entry is listed you can use it when adding or editing entries.

Generating the index

When you have finished indexing your text, create the index file by clicking on **Generate index** in the **Index** menu.

DESK*press* will search through your document for all the index entries and save them with their page references in the same folder as the DTP file. The page references are saved in the display format specified for them using the **Page numbers** option in the **Page** menu. The index file has the same name as the DTP file but with **.INX** as its filename extension.

NOTE Bear in mind that you will have to generate your index again if the pagination of your document changes or if you edit the index entries.

Importing the index

Follow these steps when you are ready to work on the index:

1. Click on **New** in the **File** menu.

2. When the style sheet message is displayed, select **Yes** to load a style sheet from disk or **No** to set up your document format from scratch.

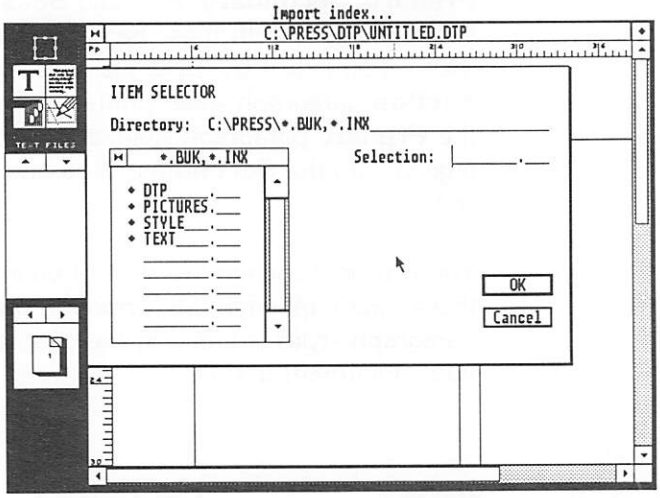
NOTE You may wish to load the sample style sheet called INDEX.STY found in the STYLE folder before you import the index.

3. Set up the frames of the document in the usual way.

4. Click on **Import index** in the **Imports** menu.

5. When the Item Selector is displayed, select the index filename and click on **OK**. You can select a **.INX** file or a **.BUK** (publication) file.

Importing the index



The name of the index file is displayed in the browser. Notice that the filename extension has changed from **.INX** to **.IND**. This change is intended to avoid confusion should you later decide to export the index.

6. Place the text into frames. You are now ready to style it.

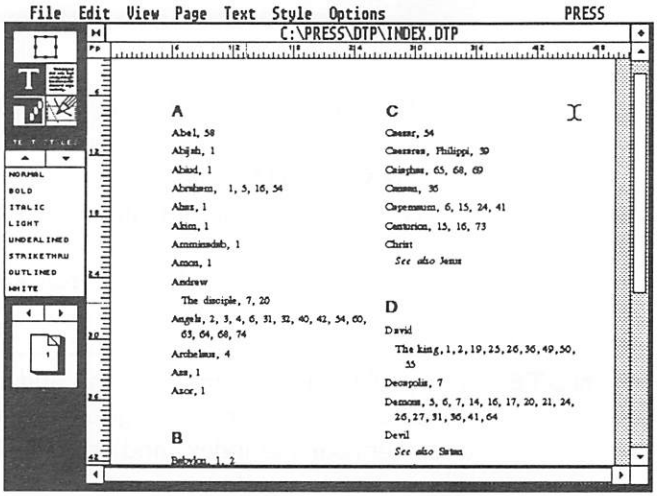
NOTE You could place the index at the end of your original document. However, it is a good idea to create a new document for the index, and essential if you want to use a different style sheet.

Styling the index

After importing your index, switch to Paragraph mode. You will notice that among the list of paragraph style names in the browser are the style names **Section**, **Primary**, **Secondary**, **See** and **Seealso**. The text of your index is tagged with these paragraph style names, where the section letters (A, B, C etc.) are tagged with the **Section** paragraph style, primary entries are tagged with the **Primary** paragraph style, and secondary entries are tagged with the **Secondary**, **See** and **Seealso** paragraph styles.

You can now change the style of your text by changing these paragraph styles. Information on how to change paragraph styles is found in the chapter entitled *Giving your document a style*.

An example of an index



Use **Save as** in the **File** menu to save the index as a DESK*press* DTP file on disk.

If you later regenerate an index, you can replace the text of the old index by selecting the first frame containing it, then selecting **Import index** in the **Imports** menu. A message will be displayed, asking you to confirm that you wish to replace the index file.

Once you have created your index, you can export text in a word processor format for further editing. If you do so, and wish to re-import the text, you should use either **Replace text** or **Import text** to do so.

Working with a publication

If you are working on a long document, it is a good idea to divide it into several individual files, e.g. a file for each chapter or major section. DESK*press* lets you link these documents together for the purposes of creating a table of contents or an index.

How to link several documents together

In order to link files together, you should create a publication file (a list of DTP files) with the filename extension **.BUK**.

NOTE Before you create your publication file, ensure that all the DTP files you wish to include in the publication are in the same folder. The publication file must also be created in this folder.

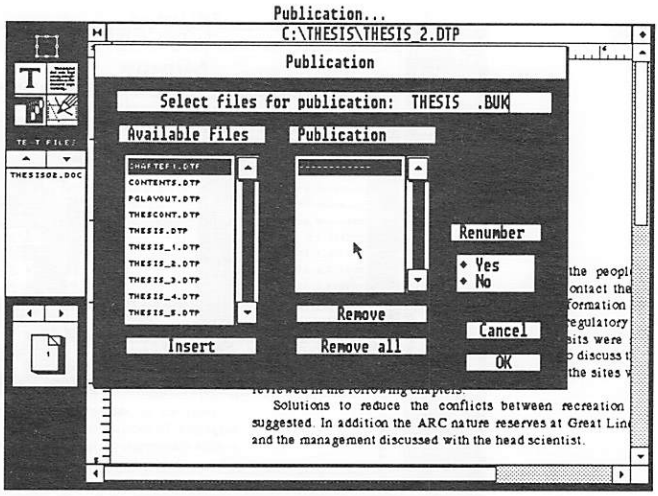
Follow these steps to create a publication:

1. Click on **Publication** in the **File** menu. An Item Selector is displayed for you to choose a folder and name for the publication file or to select an existing publication file from disk.

2. Choose the folder which contains your DTP files and type a name for the publication file, with the extension **.BUK** (e.g. MANUAL.BUK).

3. Click on **OK**. The **Publication** form is displayed:

The Publication form



4. All files with the filename extension **.DTP** available in the same folder as the **.BUK** file are listed on the left.

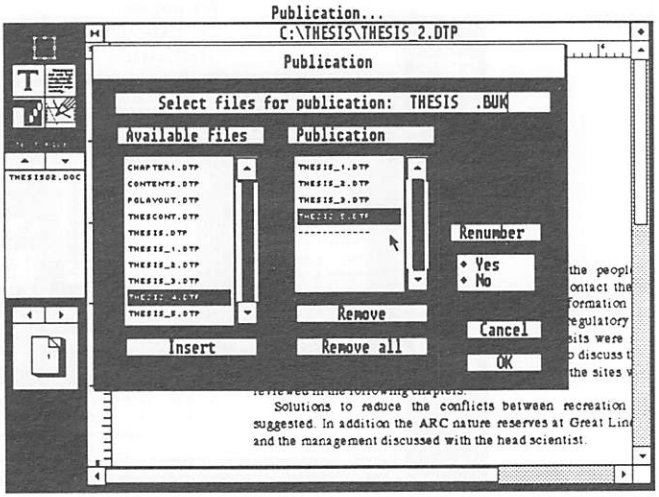
5. To choose a file for the publication, click on its name in the list and click on **Insert**. The filename you have selected is displayed in the publication list on the right.

6. To remove a file from the publication list click on **Remove**.

NOTE You can remove all the document filenames from the publication list by clicking on **Remove All**.

7. When inserting document filenames into the publication list, you can select the position of the filename in the list before clicking on **Insert**. Do so by clicking in the list of selected files at the required position before inserting a DTP file from the list of available files:

Building the publication



8. The **Renumber** option allows you to renumber all the DTP documents that comprise the publication, and change the page references in any index or contents files that have already been generated for these documents. The DTP files are renumbered in the order in which they appear in the publication list.

9. When the publication list is complete, click on **OK** to save the list with the name you have given it. If you wish to save the publication with a different name, edit the name of the publication at the top *before* clicking on **OK**. The publication list is saved with the name you have given it and the form is removed from screen.

Creating a table of contents for a publication

In order to create a table of contents for a publication:

1. Create the publication file (**.BUK**). Renumber it if required.
2. Create a table of contents for each file that is part of the publication.
3. Start a new document.
4. Click on **Import TOC** in the **Imports** menu.
5. When the Item Selector is displayed, click on the name of the *publication*, e.g. MANUAL.BUK. DESK*press* combines the table of contents of all the files in the publication, according to their order in the publication list.
6. Place the text in frames and style it as required.
7. Use **Save as** in the **File** menu to save the table of contents as a DESK*press* file.

NOTE If you have created a table of contents for a publication and make a change to any of its DTP files that will affect the contents, you only need to generate the contents for that file, renumber the publication if appropriate, and import the contents again.

Creating an index for a publication

In order to create an index for a publication:

1. Create the publication.
2. Create an index for each file that is part of the publication.
3. Start a new document.
4. Click on **Import index** in the **Imports** menu.
5. When the Item Selector is displayed, click on the name of the *publication* (e.g. MANUAL.BUK). DESK*press* combines the index information of all the files in the publication.
6. Place the text in frames and style it as required.
7. Use **Save as** in the **File** menu to save the index as a DESK*press* file.

NOTE If you have created an index for a publication and make a change to any of its DTP files that will affect the index, you only need to generate the index for that file, renumber the publication if appropriate, and import the index again.

Renumbering a publication

Once you have set up a publication file (**.BUK**), set the start page and chapter numbers of each DTP file, and generated a table of contents and an index, changes to a DTP file that affect page or chapter numbering will affect the pagination of the other DTP files in the publication. If you require sequential page numbering, you can ensure that chapter and page numbering is correct throughout the publication, and in its index and contents files, as follows:

1. Generate the table of contents and index (as appropriate) for the DTP file in which the change has occurred.

2. Click on **Publication** in the **File** menu, select the affected publication file and click on **OK**.

3. Click on **Renumber**.

4. Click on **OK** to remove the **Publication** form.

DESK*press* renumbers all the files in the publication in the order in which they are listed.

Any index and contents files are also renumbered. However, you should open the DTP files created for the contents and index, then import the contents and index text again, using **Import TOC** and **Import index**.

NOTE If the DTP files in a publication use more than one chapter or page number format, the numbering sequence is reset to the first number in the sequence when the publication is renumbered.

Summary

This chapter describes how to use DESK*press* to create a table of contents and index, and how to create a publication for this purpose.

DESKPRESS MENUS AND KEYBOARD SHORTCUTS

8: DESK*press* menus and keyboard shortcuts

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This chapter provides an outline of DESK*press* menus and keyboard shortcuts for reference. A detailed description of DESK*press* features is found in the other chapters.

DESK*press* menus

As you use the drop-down menus in DESK*press*, you will notice that some of the menu commands are greyed out. This means that you cannot select these commands at this particular point, although they may become available later on.

Any letters next to the menu commands stand for the "keyboard shortcuts" which you can use instead of clicking on the command with the mouse. The diamond shape ◆ represents (ALT) . For more information, see "Keyboard shortcuts" in this chapter.

The menus available to you vary according to the mode in which you are working.

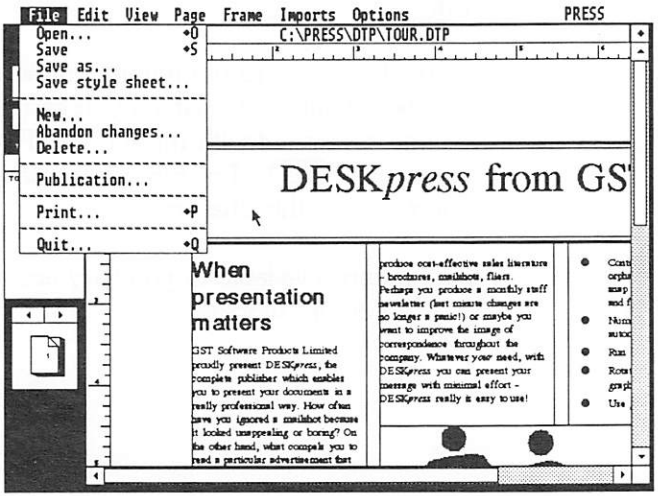
The Press menu

The **Press** menu contains the DESK*press* billboard which includes the program version number.

The File menu

The **File** menu enables you to work with the files on your disk, print them out, and quit DESK*press*:

The File menu



Click on **Open** to load a previously saved document from disk.

Select **Save** to store your document on disk without changing its name.

Save as allows you to give a new document a name or to change the name of your document before you save it.

Selecting **Save style sheet** displays an Item Selector, allowing you to save your document's style sheet with its own name e.g. REPORT.STY. Select this command if you wish to use the style sheet in a different document. (See the section "Using a style sheet" in the chapter entitled *Giving your document a style*).

Use **New** to create a new document and choose whether to use a style sheet or set up your document format from scratch.

Abandon changes wipes out any changes you have made since you last saved the document, then reloads the last saved version of the document from disk.

Use **Delete** to delete unwanted files from disk.

Publication enables you to link DTP files together to form a publication (***.BUK**) for creating a table of contents and an index.

Use **Print** to print the current document on a printer or to a file on disk.

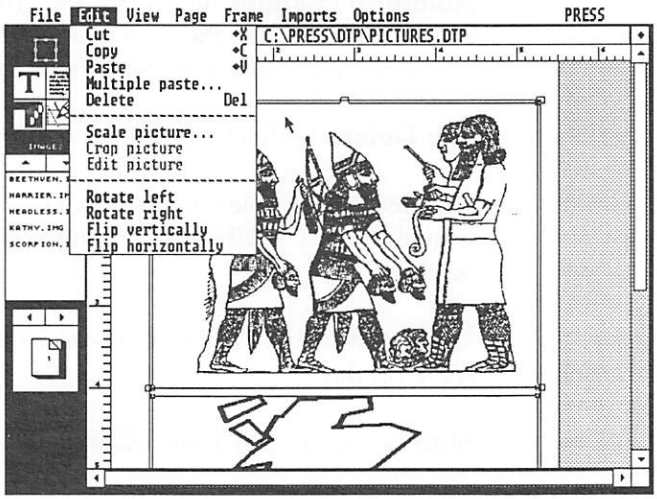
Quit is used to exit from DESK*press*.

The Edit menu

The commands in the **Edit** menu let you cut, copy, delete and paste:

- In Frame mode, whole frames
- In Text mode, blocks of text
- In Graphics mode, individual graphics objects.

The Edit menu



Cut removes the selected frame, text or graphics object from the page and places it on the "clipboard".

Copy copies the selected frame, text or graphics object to the "clipboard", but does not remove it from the page.

Paste takes the item on the clipboard and places it on the currently selected page.

Multiple paste takes the frame(s) or graphics object(s) on the clipboard and pastes several copies into your document.

Delete removes the selected item permanently from the page and should be used with care.

Click on **Scale picture** to choose:

- Whether to preserve the **Aspect ratio** of the image (so that circles are always circular), or to ignore it (so that circles are stretched into ellipses)
- Whether to select **Whole pixel scaling** horizontally, vertically, or both.

Select **Crop picture** to mask unwanted areas of an image.

Use **Edit picture** to edit an imported image in the selected frame by adding and deleting individual pixels with the mouse.

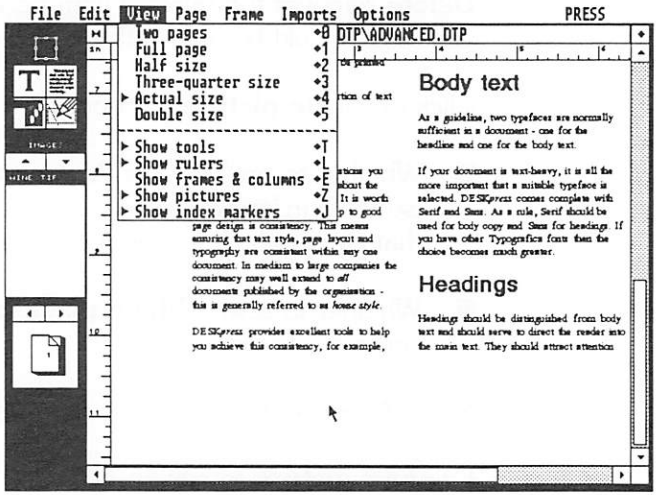
Rotate left and **Rotate right** rotate the selected line-art 90° left or right.

Flip vertically flips the selected line-art from top to bottom, while **Flip horizontally** flips it from right to left.

The View menu

The **View** menu contains commands that control the view size of your document on screen and lets you display frames, columns, graphics grid, pictures, tools and rulers.

The View menu



There are six different ways of viewing your document on screen:

- **Two pages** displays a pair of facing pages on screen
- **Full page** displays all of the current page on screen
- **Half size** displays the page half the size at which it will be printed, useful for checking the overall layout of your document

- **Three-quarter size** displays the page three-quarters the size at which it will be printed, allowing text in most sizes to be edited without the need for horizontal scrolling

- **Actual size** displays the page at approximately the size at which it will be printed, useful for editing text

- **Double size** displays the page twice the size at which it will be printed, useful for detailed work on pictures and graphics or very small text.

The selected view size is marked in the **View** menu.

Click on **Show tools** or on the full box to hide the toolkit and increase the size of the work area or, with the toolkit hidden, to restore it. This command is marked when the toolkit is displayed.

Click on **Show rulers** to display the rulers at the top and left-hand edges of the work area. When the rulers are displayed, the position of the mouse pointer is indicated by thin hairlines moving along them and **Show rulers** is marked.

Click on **Show frames & columns** to display or hide the outline of the frames and columns on each page. When the frames and columns are displayed, this command is marked.

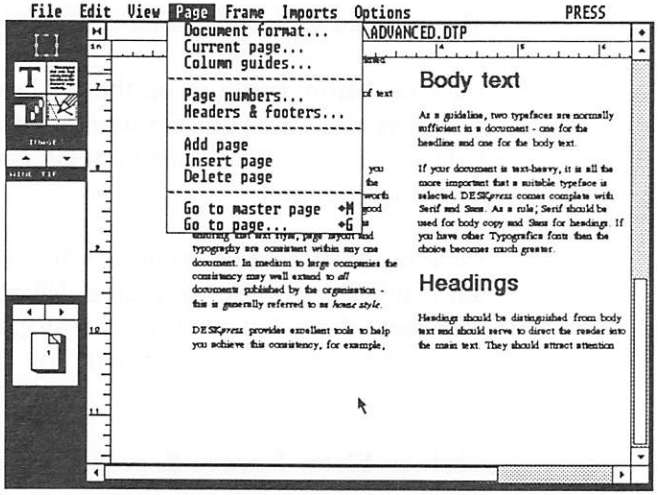
Select **Show pictures** to turn the display of pictures in your document on or off. Turning pictures off considerably increases the speed at which the screen is redrawn. This command is marked when your pictures are shown.

Click on **Show index markers** to turn the display of index markers on or off. When index markers are shown, indexed words are underlined on screen and the command is marked in the **View** menu.

The Page menu

The **Page** menu lets you set up or change the format of your document or individual pages, insert and delete pages and move to a particular page quickly.

The Page menu



Click on **Document format** to set up or change various aspects of the format of the document, such as page size, orientation, master pages, and binding margin.

Click on **Current page** to set up or change various aspects of the format of the current page such as the page size and orientation. Also use this option to turn the header or footer on or off for the current page.

Use **Column guides** to specify the number of columns on each page, its top, bottom, binding, and outer margins, and the size of the gap between each column.

The **Page numbers** command is used for choosing the format of the chapter and page numbers in your document, setting the display format of the page number for indexing and table of contents creation, and the number with which to start page numbering.

Click on **Headers & footers** to display a form allowing you to set your headers and footers. Each header and footer can have up to three sections (one left-aligned, one centred, and one right-aligned), and can appear on left pages only, right pages only, or on all pages. You can also use this form to set the distance of the header or footer from the top/bottom of the page and the page offset number.

Click on **Add page** to insert a copy of the master page after the current page.

Click on **Insert page** to insert a copy of the master page before the current page.

Delete page deletes the current page and all the frames on it.

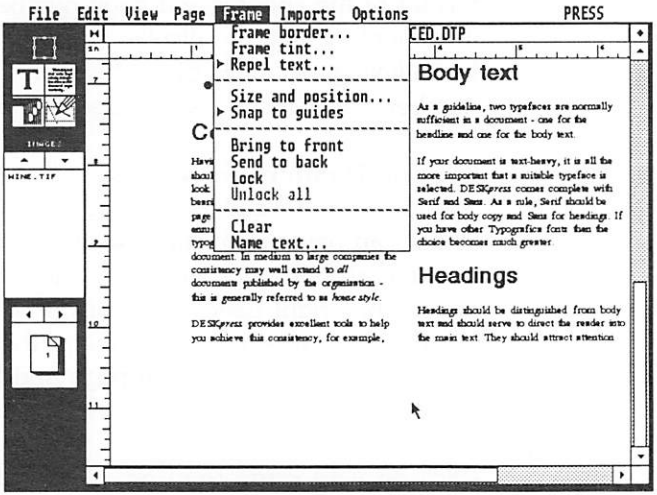
Click on **Go to master page** to go to the left or only master page.

Click on **Go to page** to go directly either to a selected page, or to the first or last page of your document.

The Frame menu

The **Frame** menu is only displayed in Frame mode. This menu contains options for controlling the appearance, size and position of selected frame(s), and also provides a frame locking and unlocking facility.

The Frame menu



Frame border allows you to select one of four different border styles for the currently selected frame.

Frame tint allows you to choose one of nine background tints for the currently selected frame, and whether the background is opaque or clear.

By clicking on **Repel text** you can control whether text flows under or around the currently selected frame. You can also specify an area of "padding" around the edge of the frame into which text cannot cross, and define a different left and right border for repelling text.

Size and position allows you to position frames with great accuracy on the page, and to adjust their size.

Click on **Snap to guides** to control whether frames snap to the column guides when created, moved, or stretched. This command is marked when it is switched on.

Bring to front takes the selected frame or group and places it in front of any frames covering it.

Send to back takes the selected frame or group and places it behind any other frames it may be covering.

Use **Lock** to secure a selected frame or group of frames that you have finished working on, so that you do not accidentally move or delete them.

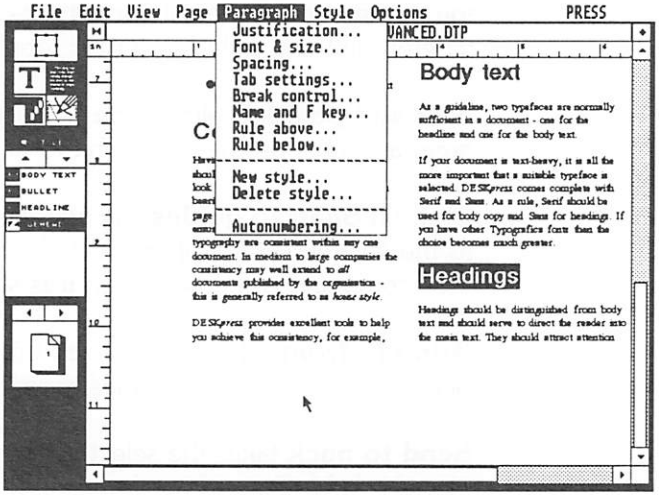
Unlock all unlocks all locked frames on the current page and selects them as a group. After locking a frame you can select frames and text lying beneath it.

Use **Clear** to empty a frame of its contents, particularly if you wish to replace the frame contents with a different type of file (line-art, image, text).

Name text allows you to give a name to text which you have typed directly into the selected frame and set it for **Autoflow**. After naming text you can flow it into another frame or export it for further editing with a word processor.

The Paragraph menu

The Paragraph menu


File Edit View Page Paragraph Style Options PRESS
Justification...
Font & size...
Spacing...
Tab settings...
Break control...
Name and F key...
Rule above...
Rule below...
New style...
Delete style...
Autonumbering...
VANCED.DTP
Body text
As a guideline, two typefaces are normally sufficient in a document - one for the headline and one for the body text.
If your document is text-heavy, it is all the more important that a suitable typeface is selected. DESKpress comes complete with Serif and Sans. As a rule, Serif should be used for body copy and Sans for headings. If you have other Typografica fonts then the choice becomes much greater.
Headings
Headings should be distinguished from body text and should serve to direct the reader into the main text. They should attract attention
BODY TEXT
BULLET
HEADLINE

The **Paragraph** menu is only available in Paragraph mode. It contains commands to let you:

- Select the justification format of your paragraph style (justified, centred, flushed left, flushed right, table), whether hyphenation is to be used and whether to snap the text to an invisible grid
- Change the font, point size and leading of the paragraph style
- Set the paragraph style margins, indents and word spacing

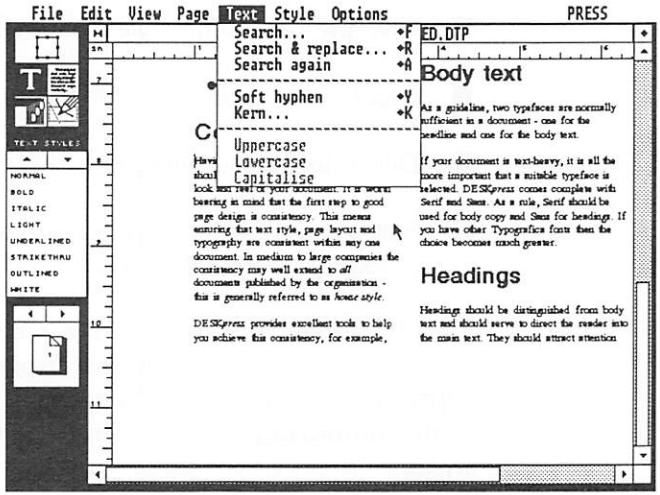
- Set the tab points for the paragraph style if **Table** format is chosen
- Control where to split the paragraph, if it is split at all
- Rename a paragraph style and assign a function key to it
- Give the paragraph style a ruling line above or below it
- Create new paragraph styles
- Delete unwanted paragraph styles
- Set up a hierarchy of paragraph styles for automatic paragraph numbering and table of contents generation.

Double-clicking on the name of a paragraph style in the browser or on a paragraph also displays the **Paragraph Options** form. However, **New style**, **Delete style** and **Autonumbering** are only available from the **Paragraph** menu.

The Text menu

The **Text** menu is only displayed in Text mode. It allows you to carry out search and replace operations and control various typographic options (including hyphenation and kerning):

The Text menu



Use **Search** to look through a text file for a string of text.

Use **Search & replace** to replace one string of text with another.

To continue a **Search** or **Search & replace**, click on **Search again**.

Click on **Soft hyphen** to insert a discretionary hyphenation point into a word at the position of the text cursor.

Click on **Kern** with the text cursor between two characters to move these characters closer together or further apart by a specified amount.

Uppercase changes all the characters in the selected block of text to uppercase.

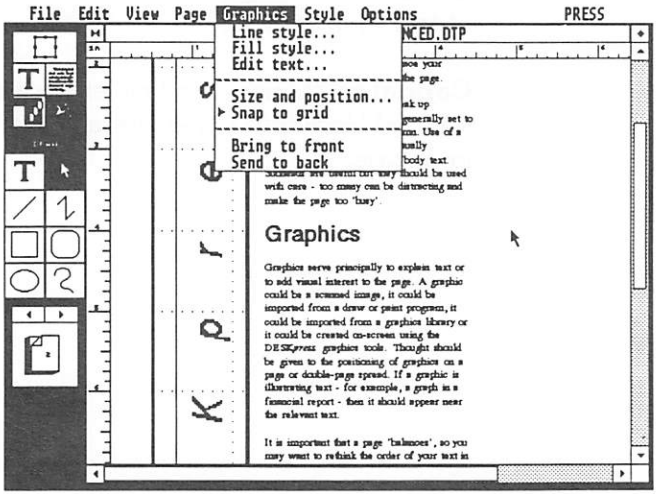
Lowercase changes all the characters in the selected block of text to lowercase.

Capitalise changes the first letter of each word in the selected block into uppercase and the rest of the block into lowercase.

The Graphics menu

The **Graphics** menu is only displayed in Graphics mode. It lets you change the appearance of graphics objects, change their size and position, and move them on top of or behind other objects.

The Graphics menu



Use **Line style** to choose the graphics line style, line width, line ends, and black or white "ink".

Use **Fill style** to choose whether to display an object's outer edge, whether the fill pattern should be clear or opaque, which one of 36 patterns to fill the object with, and black or white "ink".

Edit text allows you to change the text of a selected graphics text object, its direction, and whether the text can be stretched.

Size and position allows you to position graphics objects with great accuracy on the page, and to make fine adjustments to their size.

Click on **Snap to grid** in Graphics mode to control whether graphics snap to the grid. Snapping to the graphics grid helps to align different graphics objects with each other.

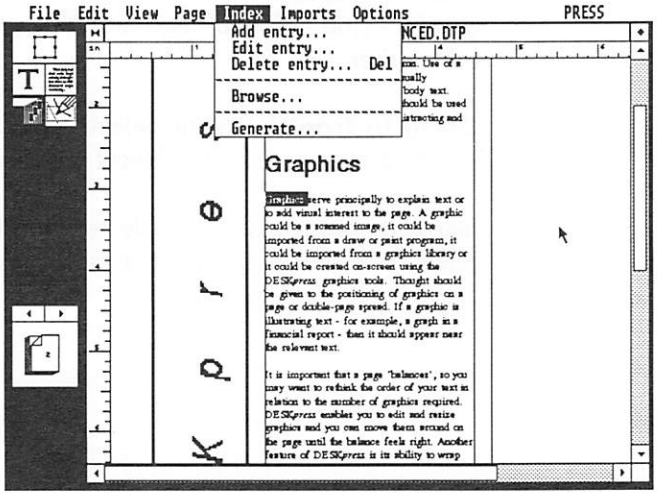
Bring to front takes the selected graphics object and places it in front of any objects covering it.

Send to back takes the selected graphics object and places it behind any objects it may be covering.

The Index menu

The **Index** menu is only displayed in Index mode and contains options for inserting and deleting index entries:

The Index menu



Use **Add entry** to insert an index entry into your text at the selected position and at other occurrences of the selected text throughout your document.

Edit entry lets you edit the index entry at the selected position and at other occurrences of that entry throughout your document.

Delete entry lets you delete the selected index entry and other occurrences of that entry within your document.

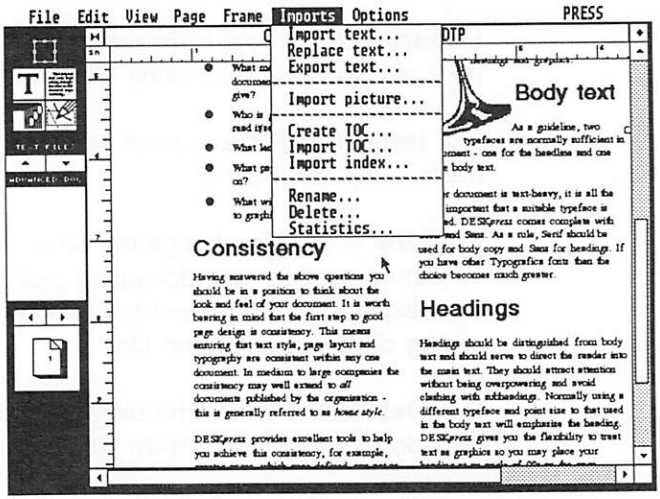
Browse allows you to view the index entries for the current document, and to edit them.

Click on **Generate** when you are ready to generate an index for the current document using the index entries you have inserted.

The Imports menu

The **Imports** menu is only displayed in Frame and Index mode. It contains commands that allow you to import text and pictures, replace and export text, as well as delete both text and pictures.

The Imports menu



Import text allows you to load a text file from disk into your document.

Use **Replace text** to replace one text file with another, while preserving the order in which the original text file was flowed through frames.

Export text lets you export text in ASCII or a word processor format for further editing with a word processor.

Import picture allows you to load a picture file from disk into your document.

Create TOC is used to create a table of contents with the paragraph style heading levels that you specify using the **Autonumbering** option in the **Paragraph** menu. **Import TOC** is used to import a table of contents that you have generated using **Create TOC**.

Import TOC is used to import a table of contents that you have already generated using **Create TOC**.

Use **Import index** to import an index which you have made using DESK*press*.

Rename is used to change the name of the selected text or picture used in your document (but not on disk). You can also use this command to change the **Autoflow** setting of the selected text file.

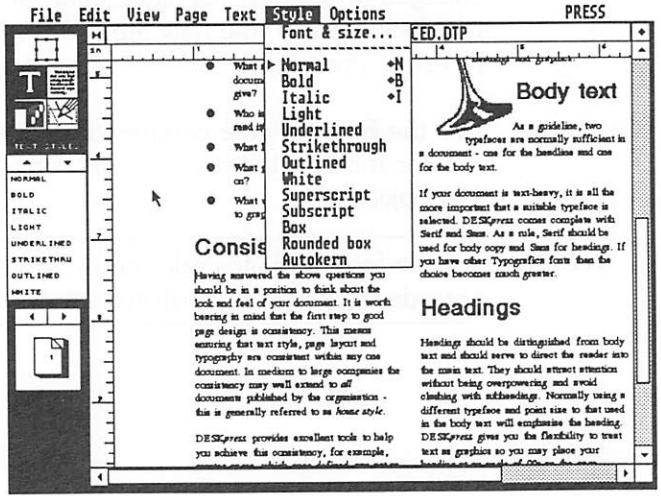
Use **Delete** to remove the selected text or picture from your document (but not from disk).

Statistics provides information about the length of a text file, how many frames it currently occupies and how much of it remains to be placed. If a picture is selected, **Statistics** provides information on the size of your picture.

The Style menu

The **Style** menu is displayed in Graphics, Text, and Paragraph mode. When you select the **Style** menu, you will see the following list of commands:

The Style menu



The **Style** menu contains commands which let you change the text attributes (text style, font, and point size) for

- In Paragraph mode, entire paragraphs
- In Text mode, marked blocks of text or newly-typed characters
- In Graphics mode, the text style of a selected graphics text object.

In Paragraph mode, any changes to text style, font, or point size apply to the selected paragraph, so that *all* paragraphs tagged with the same style name will be affected.

In Text mode, text in a marked block is automatically changed to the new text style, font, or point size. If there is no block marked, the new attributes will apply to any text typed in afterwards.

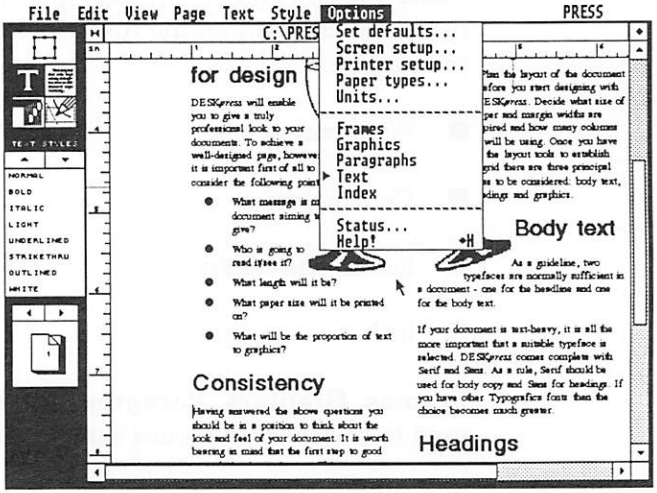
Use the **Font & size** command to select a font and point size for the selected block of text, paragraph or graphics text object.

NOTE Text or font attributes selected in Text mode always take precedence over any attributes set with Paragraph mode.

The Options menu

The **Options** menu lets you control the unit of measurement used on the rulers and throughout the program, define new page and paper types, set default information, change work mode, and display information relating to your printer.

The Options menu



Use **Set defaults** to set default directory paths, text and picture formats, and whether frames and columns, tools, rulers, pictures and index markers are shown when you first start DESK*press*.

Screen setup controls various aspects of what DESK*press* looks like on the screen, e.g. whether DESK*press* runs in colour or monochrome (if you are using a colour monitor), or in three-dimensional display. Refer to the *Installation and getting started* manual for details.

Printer setup lets you adjust the printing position of the page on the paper, and change the selected printer.

Paper types is used for adding and deleting page and paper types from the lists of page sizes and paper sizes used by DESK*press*. Use this option to define custom page and paper types.

Units lets you choose between four different units of measurement used on the rulers and throughout the program:

- Picas and points
- Centimetres
- Inches and tenths
- Inches and eighths

Frames, **Graphics**, **Paragraphs**, **Text** and **Index** are used to switch work modes without using the toolkit.

Select **Status** to show you information about your computer and the document in memory, including the number of pages and words in the document, and the amount of space left on the selected disk.

Click on **Help!** to display a list of help topics and scroll through a selected topic on the screen.

Using the keyboard

This section describes the use of the keyboard in DESK*press* and lists the keyboard shortcuts.

Moving the cursor

↑ ↓	Move the cursor up or down one line.
← →	Move the cursor left or right one character.
CONTROL ←	Move the cursor left one word.
CONTROL →	Move the cursor right one word.

Moving around the document

PGUP	Go to the previous page of your document, or with the right master page on screen, go to the left master page.
PGDN	Go to the next page of the document, or with the left master page on screen, go to the right master page. With the right master page on screen, go to the first page of your document.
CONTROL PGUP	Go to the first page of the document.
CONTROL PGDN	Go to the last page of the document.

Text editing keys

(BACKSPACE)	Delete the character to the left of the cursor, or delete the last point of a polyline when drawing a new frame border.
(DEL)	Delete the character to the right of the cursor, or permanently delete a block of text, frame, graphics object or index entry.
(CONTROL) **Space**	Insert a fixed space.
(CONTROL) (RETURN)	Insert a line break.

Keyboard shortcuts

(ALT) **A**	Repeat the last **Search** or **Search & replace** (Text menu).
(ALT) **B**	**Bold** text on/off (Style menu).
(ALT) **C**	**Copy** frame(s), block of text, or graphic(s) (Edit menu).
(ALT) **E**	Turn **Show frames & columns** on/off (View menu).
(ALT) **F**	**Search** in your text (Text menu).
(ALT) **G**	**Go to page** (Page menu).
(ALT) **H**	**Help!** Displays help information (Options menu).

(ALT) **I**	**Italic** text on/off (Style menu).
(ALT) **J**	Turn **Show index markers** on/off (View menu).
(ALT) **K**	**Kern** two characters together by half a point (Text Menu).
(ALT) **L**	Turn **Show rulers** on/off (View menu).
(ALT) **M**	**Go to master page** (Page menu).
(ALT) **N**	In Text mode, reset the marked block to the normal paragraph text style(s), or in Paragraph mode, turn off all paragraph text styles (Style menu).
(ALT) **O**	**Open** a document (File menu).
(ALT) **P**	**Print** the current document (File menu).
(ALT) **Q**	**Quit** the program (File menu).
(ALT) **R**	**Search and replace** in your text (Text menu).
(ALT) **S**	**Save** the document (File menu).
(ALT) **T**	Turn **Show tools** on/off (View menu).
(ALT) **V**	**Paste** frame(s), block of text, or graphic(s) (Edit menu).
(ALT) **X**	**Cut** out a frame, text, or graphics object and place it on the clipboard (Edit menu).

(ALT) **Y**	Insert a **Soft hyphen** into a word (Text menu).
(ALT) **Z**	Turn **Show pictures** on/off (View menu).
(ALT) **0**	Display **Two pages** on screen (View menu).
(ALT) **1**	Display a **Full page** on screen (View menu).
(ALT) **2**	Display the page at **Half size** (View menu).
(ALT) **3**	Display the page at **Three-quarter size** (View menu).
(ALT) **4**	Display the page at **Actual size** (View menu).
(ALT) **5**	Display the page at **Double size** (View menu).

Function keys Each of the function keys can be allocated to a paragraph style. Select a paragraph in Paragraph mode, or insert the text cursor in the paragraph, then press the function key to tag the paragraph with the relevant paragraph style.

NOTE Do not use the number keys on the numeric keypad for keyboard shortcuts. Instead, use the numbers on the main keyboard.

Summary

This chapter provides a summary of the DESK*press* menus and keyboard shortcuts. Refer to the other chapters in this manual for further details of DESK*press* features.

REFERENCE SECTION

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This chapter contains information on preparing text for import into DESK*press*, the DESK*press* "markup language", and editing the hyphenation exceptions dictionary. The GEM/3 International character set is listed at the end of this chapter.

Using text from other applications

Text can be imported into DESK*press* from any of the word processors shown on the **Import Text** form or from other word processors which allow you to save documents in ASCII format.

Preparing text in ASCII format

When preparing text for importing in ASCII format there are a few guidelines which should be followed:

- It is important to type (RETURN) twice whenever a paragraph break is required; a single (RETURN) will be ignored and the text will all be formatted into one block
- The use of double line spacing throughout a document may result in each new line becoming a separate paragraph
- All multiple hard spaces will be kept but multiple ordinary spaces will be reduced to single spaces
- Tabs will be preserved, but the original alignments will not be kept
- Automatic hyphens inserted at line ends will become fixed hyphens even if the word is no longer at the end of a line. It is better to turn automatic hyphenation off if your word processor allows you to do so.

- Characters such as currency symbols, quotation marks, and apostrophes may not be imported correctly so all text should be carefully read and edited after import.

Preparing text with a word processor

Generally, if your word processor is listed on the DESK*press* **Import Text** form, text styling information contained in text produced with the word processor will be retained when imported into DESK*press*, but only if DESK*press* has the corresponding text styles.

The treatment of tabs will vary, depending on how the word processor treats tabs. Some word processors use multiple hard spaces for tabs. Tabs that are actually made up of multiple hard spaces will be imported as multiple hard spaces.

Information such as page breaks, ruler lines, headers and footers, and graphics will not be retained when imported into DESK*press*.

Indexing information inserted with WordPerfect and WordStar will be retained when imported into DESK*press*.

If you are using 1st Word Plus you will find that:

- All the text styles available to you will be retained in your DTP document
- Automatic hyphens inserted at line breaks will be recognized and taken out if appropriate
- Tabs will be converted to multiple hard spaces but indents produced with (F9) will be converted to tabs

- Double line spacing will revert to single line spacing
- Multiple hard spaces will be kept but multiple ordinary spaces will be reduced to single spaces
- Line returns (new lines) entered using (RETURN) will be retained
- Page breaks from the original document will be ignored, as will ruler lines, headers and footers, and graphics.

Users of 1st Word Plus will also find that footnotes are retained but may need repositioning on the page. The **Cut** and **Paste** commands in the **Edit** menu can be used to move the text as a block. (For further details, see "Using blocks of text" in the chapter entitled *Working with text*.)

WordStar 3 users will find that the text styles Bold, Underline, Superscript, and Subscript will be retained in their documents, but all other styles will be lost. "Dot" commands will be ignored. Multiple blank spaces will be reduced to single spaces, but hard spaces created using (CONTROL) **L** will be kept. All text will be styled as **Body text**, if not otherwise marked up. Accents inserted using later versions of WordStar will be kept.

NOTE If a WordStar file is imported after being saved in non-document format, it may contain extra characters which will need to be edited out.

The DESK*press* markup language

You can use your word processor to insert "markup codes" within your text before you import it into DESK*press*. Markup codes contain information relating to paragraph styling, text styles, kerning, indexing and some special characters such as soft hyphens and hard spaces.

When importing a text file you can select whether any markup information contained in the text file you are importing is to be used by DESK*press* in formatting your text. Click on the appropriate **Markup** setting on the **Import Text** form. If you make any mistakes when marking up your text, the characters will be treated as ordinary text when imported into DESK*press*.

The following sections provide details on the DESK*press* markup language and how to use it.

Paragraph style

Unless otherwise tagged, all text is styled as **Body text** when imported into DESK*press*. You can, however, pre-tag or mark up your text before you import it into DESK*press* so that it is styled with other paragraph styles.

In order to tag a paragraph with a paragraph style, insert the style name at the beginning of the first line of the paragraph, preceded by a $ sign and enclosed within angle brackets. When the text is imported into DESK*press*, the paragraph following the tag will be styled with that paragraph style.

For example, use your word processor to type:

```
<$Headline>
```

at the start of a paragraph of text. When this text is imported into DESK*press* it will be tagged with the **Headline** style and take on the attributes assigned to that style.

The following rules apply when tagging your text with paragraph styles:

- The paragraph style name, up to 10 characters long and preceded by a `$` sign, should be placed in angle brackets at the start of the paragraph with no spaces preceding the paragraph style name
- If more than one paragraph style name is inserted, the last name is the one that applies
- Any spaces contained within the paragraph style name are significant, e.g. `<$Sub head>` is different from `<$Sub head>`
- Case is not significant, so `<$Heading>` is the same as `<$HEADing>` or `<$HEADING>`
- The style name can contain any character (apart from control codes) such as digits, symbols, punctuation marks (apart from a comma), and foreign characters

- The paragraph style name can contain characters from the GEM International character set if the decimal code for that character is inserted within angle brackets, e.g. type `<$<169>EXAMPLE<170>>` to have a paragraph style name within typographical inverted commas (`"EXAMPLE"`). This is the *only* way in which you can insert a single angle bracket or a comma as part of a paragraph style name.

- Any spaces or line returns between the opening angle bracket and the `$` sign, or between the `$` sign and the style name, or between the style name and the closing angle bracket, will be ignored, e.g. `< $ stylename >` will be treated as `<$stylename>`.

- Any text that is untagged is automatically imported as **Body text**

- The paragraph style applies to all the text following the tag until the end of that paragraph

- If you tag a paragraph with a style name that DESK*press* does not recognize, a new paragraph style will be created with that name but with the attributes of **Body text**.

NOTE You can use the markup codes to create a new paragraph style and set its font, point size and text style. Refer to the section "New paragraph styles" in this chapter for details on how to do so.

Angle brackets

When you wish to use a *pair* of angle brackets within text you should enclose these angle brackets within angle brackets so that they are not treated as part of a tag. For example, type

```
<<some text>>
```

to get

```
<some text>
```

If you wish to use a *single* angle bracket, you should type its decimal code within angle brackets, e.g. `<60>` will give you <, while `<62>` will give you >.

Font and point size

In order to tag a block of text with a particular font, type

```
<Fn>
```

before the text, where `n` is the GEM font identification number for that font, in the range 2 to 2048 inclusive. (A list of common GEM font indentification numbers is provided at the end of this chapter.) Type `<F>` without a number to reset the text to the paragraph's default font. For example,

```
<F14>some text<F>
```

will be tagged as Serif.

Tag text with a point size by typing

```
<Pn>
```

before and after the text, where `n` is the required point size, in the range 2 to 250 inclusive. Type `<P>` without a number to reset the point size to that of the paragraph style. For example, to tag a block of text as 20 points, type

```
<P20>block of text<P>
```

Any spaces or line returns contained between the open angle bracket and the `F` or `P` characters, between the `F` or `P` character and the number, or after the number and before the closing angle bracket, will be ignored.

If you insert a font or point size code at the start of some text but do not insert another font or point size code in that paragraph, text will be tagged with the specified font or point size from the start of the text until the end of the paragraph.

Font compression ratio

If you wish to tag text with a font of a specific compression ratio, type

```
<En>
```

where `n` is the required compression ratio for the font, in the range 25 to 200 inclusive (or 250 if you are using a PostScript printer). The normal compression ratio for a font is 100%, i.e. `n` = 100. Text from the code to the end of the paragraph (or the next font compression code) will be styled with the specified font.

NOTE Please note that in order to use fonts with a compression ratio other than 100%, you must either be using a PostScript printer, or those printer fonts (with the specified compression ratio) must be present in the correct folders.

Text style

Text style information can be inserted by typing one of the following list of codes before and after the text to be tagged:

Code	Text style
<A>	Autokern
<B>	Bold
<I>	Italic
<L>	Light
<N>	Normal (for the paragraph style)
<O>	Box
<R>	Rounded box
<S>	Strikethrough
<T>	Outlined
<U>	Underline
<v>	Subscript
<^>	Superscript
<W>	White
<X>	Plain (with markup codes turned off)

Any spaces or line returns contained in these codes will be ignored. DESK*press* treats a text style code as a toggle for the style, turning it on or off as appropriate. For example, type

```
<B>bold <B>text
```

to get

bold text.

You can tag text with a combination of these codes, e.g. <BI> for bold italic text and <UL> for underlined light text. However, you cannot tag text with a combination of mutually exclusive text styles, e.g. boxed and rounded box (<OR>) or superscript and subscript (<^v>).

NOTE Please note that the case of the style code is important, e.g. the code for subscript must be lowercase v.

These text style codes can be mixed with the tags used by a supported word processor. If both types of command are used on the same piece of text, they will be superimposed. For example,

```
this is some <I>text<I>
```

(prepared using 1st Word Plus) will appear as

this is *some text*

when imported into DESK*press*.

Markup codes should not contain word processor style changes *within* them. For example,

```
this is <I>some text<I>
```

is not valid because the word processor tag is used to underline part of the first <I> markup code.

The <N> code is a quick way of turning off all the text styles that have been previously turned on. This code causes the text style to revert to that of the current paragraph style. For example,

```
normal <B>bold<I>bold italic<N>
```

will have the same effect as

```
normal <B>bold<I>bold italic<BI>.
```

NOTE The <N> code cannot be used in combination with other text style codes (e.g. <BN> is not valid) but must always occur on its own.

Turn off the markup codes (and the text style of the paragraph style) for a section of text by bracketing the text with <X>. The first <X> turns off all styles that have been set *using markup tags*. At the position of the second <X>, the markup tags that were active before the first <X> become active once more.

Word processor style changes are *not* affected by the <X> tag. Hence, this text prepared with 1st Word Plus:

this <B>is <X>some more<X> text

will appear as

*this **is** some more **text***

where the first <X> turned off the bold style set using a markup code and the second <X> turned it on again. The text remained styled in italics because that style was set using the text styling facility of the word processor.

NOTE Like text restyled using Text mode in DESK*press*, text style tags override the default text style for the paragraph style.

Kerning

Two types of kerning information can be inserted into your text with DESK*press* markup codes.

Mark a block for autokerning by typing

<A>

before and after the block of text to be autokerned or insert it as part of a paragraph definition to set a paragraph style for autokerning.

To insert a kern between two characters, type

```
<Kdnnn>
```

between the characters, where `d` is the direction of kerning and can be `+` or `-`, and `nnn` is the value of the kern in tenths of a point, between 1 and 255 (a leading 0 is optional). For example, type

```
A<K+25>Y, or

A<K+025>Y
```

to kern the characters AY by `+2.5` points in your text. Any spaces or line returns before the `K`, between `K` and `d`, between `d` and `nnn`, and after `nnn` will be ignored.

Creating a new paragraph style

You can use the DESK*press* markup language to create a new paragraph style and set its font, point size, text style and autokerning. To do so, type `#`, followed by the new name and a series of tags, fully enclosed by angle brackets. The tags can be any sequence of markup codes, separated by commas, with no spaces. For example, type

```
<#Newstyle,F21,P24,BI>
```

to create a new paragraph style called **Newstyle** which is styled in Palermo™ (whose GEM font identification number is 21), and is 24 points bold italic.

When text containing a paragraph style definition is imported into DESK*press*, a new paragraph style is created with the name and features defined.

The rules for paragraph style names (described above) also apply to new paragraph style names. A paragraph style definition must be inserted at the start of a paragraph, or where there are other definitions, tags or spaces between it and the start of the paragraph.

Paragraph style definitions are different from paragraph style tags in that they apply to the *entire document* and have no effect on the paragraph they precede. Once you have defined a paragraph style, tag paragraphs in the document with that paragraph style in the same way as you would tag a paragraph with an existing style. If you have more than one definition of the same paragraph style in the same document, the last definition is the one used.

NOTE Be careful when using paragraph definitions because the paragraph styles defined in your text will override any paragraph styles with the same name in the document's style sheet when the text is imported into DESK*press*. If this situation arises, the features of the affected paragraph style that are defined in the text will override those features of the paragraph style in the style sheet.

Special characters

Special characters which you can insert into your text using markup codes are listed below:

Code	Character
`<J>`	Line break
`<->`	Soft hyphen
`<_>`	Hard space
`<!>`	Tab
`<nnn>`	A character from the GEM International character set, where `n` is the code representing the character. (The GEM International character set is listed in the *Reference section*.)

For example, type `para<->graph` to ensure that the word "paragraph" is hyphenated before "graph", should hyphenation occur. Place a soft hyphen at the start of a word that you do not wish to be hyphenated at all.

Index entries

You can insert indexing information into your text by typing one of the following:

```
<%Ientry>
<$Sentry>
<$Aentry>
```

where `entry` is the text of the index entry, `%I` is used for a normal index entry, `$S` is used for a "See" entry and `$A` is used for a "See also" entry.

The index entry must always have a `Primary` entry and can be in one of the following formats:

Format	Example
`<%IPrimary>`	Cakes
`<%IPrimary|Secondary>`	Cakes Baking
`<%SPrimary|Secondary>`	Cakes See Desserts
`<%APrimary|Secondary>`	Cakes See also Desserts

Note that the vertical bar or "pipe symbol" is used to separate the primary entry from any secondary entry. Each part of the entry can be up to 29 characters long. You can include punctuation marks, digits and characters from the GEM/3 International character set by enclosing the appropriate decimal number within angle brackets.

NOTE It is important to insert the entry just before the word you are indexing. When the text is imported into DESK*press*, that word will be marked on screen if **Show index markers** is selected in the **View** menu.

Exporting text

When exporting text from DESK*press* in ASCII format or a word processor format, markup information is retained in the text wherever possible if **Partial** or **Full** is selected on the **Export Text** form.

Text exported in a word processor format will have the markup codes converted to the codes used by that word processor. Any information which cannot be converted in this manner (e.g. text styles not supported by the word processor or characters from the GEM/3 International character set that are not in its own character set) will be inserted into the text in the DESK*press* markup format.

The start of exported text will contain definitions for all the paragraph styles used by that text at the time it was exported if **Markup** Full is selected on the **Export Text** form. You can edit these out if you wish, but if you import text containing these definitions it will be styled according to these definitions.

Refer to "Exporting text" in the chapter entitled *Working with text* for detailed instructions on how to export your text.

GEM font identification numbers

A list of GEM font identification numbers is provided below.

Font ID	Font
1	Courier
2	Helvetica (Swiss or Sans)
3	Commercial Script
4	Old English
5	Raphael
6	Uncial
7	Stunt Roman
8	Cooper Black
9	Bitstream Charter
10	Black Letter (Cloister Black)
14	Times (Dutch or Serif)
20	New Century Schoolbook
21	Palatino (Zapf Calligraphic or Palermo)
22	Garamond (Light/Bold)
23	Bookman (Light/Demi)
24	Lubalin Graph (Book/Demi)
25	Souvenir (Light/Demi)
26	Benguiat (Book/Bold)
27	Glypha
28	Friz Quadrata
29	Zapf Chancery

Font ID	Font
30	Trump
31	Melior (Zapf Elliptical)
32	Galliard
33	Baskerville
34	Goudy
35	Park Avenue/Coronet
36	Bodoni (Med/Bold)
37	Bodoni Poster
38	Century Old Style
39	Cheltenham
41	Brush
42	Lubalin Graph Extra Bold
43	Century II
45	Lucida Serifed
47	American Classic
48	American Classic Extrabold
49	Century II Light
50	Helvetica Narrow
51	Avant Garde (Book/Demi)
52	Optima
53	Korinna
54	Helvetica Light
55	Helvetica Black

Font ID	Font
56	Franklin Gothic
57	Franklin Gothic Heavy
58	Helvetica Condensed Light
59	Helvetica Condensed
60	Helvetica Condensed Black
61	Antique Olive
62	Futura (Med/Bold)
63	Gill Sans
64	Gill Sans Extra Bold
65	Univers
66	Bauhaus
67	Triumvirate
68	Reserved
69	Lucida Sans
70	Antique Olive Compact
71	Univers Extra Bold
72	Trade Condensed
73	Trade Extracondensed
74	Trade Extended
75	Dom Casual/Diagonal
76	Globe Gothic Outline
77	Manhattan
78	Optima Outline

Font ID	Font
79	Uncle Sam Open
80	Broadway
81	Avant Garde (Med/Bold)
82	Futura Light
83	Futura Book
84	Futura Heavy
85	Futura Extra Black
86	Futura Medium Condensed
100	American Typewriter
101	Machine
102	Courier Oblique
103	Prestige Elite
104	Orator
105	Letter Gothic
106	Lucida Monospaced
128	Symbol
129	Zapf Dingbats
130	Sonata (Music)
131	IBM Keycap

Hyphenation

DESK*press* employs a system of automatic hyphenation based on hyphenation rules and an exceptions dictionary. The exceptions dictionary consists of:

- Words that are exceptions to the hyphenation rules, and
- Words that you do not wish to be hyphenated at all.

The hyphenation exceptions dictionary can be edited directly, for example, to add proper names to the list of words not to be hyphenated. However, failure to obey the following rules can cause problems when running DESK*press*. You are therefore advised to make a backup copy of the hyphenation exceptions dictionary before you start editing it. If you experience any problems using DESK*press* with the edited hyphenation exceptions dictionary, use the original version.

Editing the hyphenation exceptions dictionary

The hyphenation exceptions dictionary is a file called UKUS.XCP, found in the PRESS folder where you have installed DESK*press*. Use a word processor such as 1st Word Plus to edit the file *after* you have made a backup copy of it. These rules should be strictly followed when editing the hyphenation exceptions dictionary:

- Words added to the list should be inserted in strict alphabetical order. If in doubt, refer to the correct position of the character in the GEM/3 International character set, listed in this chapter.
- If you do not wish a word to be hyphenated at all, add the word to the list without a hyphen.
- Place a hyphen wherever you wish a particular word to be hyphenated. You can insert more than one hyphen, as a word can be hyphenated at more than one point.
- Save the file in ASCII format.

The GEM/3 International character set

The GEM/3 International character set is listed below. These characters can be inserted at the text cursor position by holding down (ALT) and typing the appropriate decimal code on the numeric keypad.

Decimal	Character
33	!
34	"
35	#
36	$
37	%
38	&
39	'
40	(
41	)
42	*
43	+
44	,
45	-
46	.
47	/
48	0
49	1
50	2

Decimal	Character
51	3
52	4
53	5
54	6
55	7
56	8
57	9
58	:
59	;
60	<
61	=
62	>
63	?
64	@
65	A
66	B
67	C
68	D

Decimal	Character
69	E
70	F
71	G
72	H
73	I
74	J
75	K
76	L
77	M
78	N
79	O
80	P
81	Q
82	R
83	S
84	T
85	U
86	V
87	W
88	X
89	Y
90	Z
91	[

Decimal	Character
92	\
93	]
94	^
95	_
96	‘
97	a
98	b
99	c
100	d
101	e
102	f
103	g
104	h
105	i
106	j
107	k
108	l
109	m
110	n
111	o
112	p
113	q
114	r

Decimal	Character
115	s
116	t
117	u
118	v
119	w
120	x
121	y
122	z
123	{
124	|
125	}
126	~
128	Ç
129	ü
130	é
131	â
132	ä
133	à
134	å
135	ç
136	ê
137	ë
138	è

Decimal	Character
139	ï
140	î
141	ì
142	Ä
143	Å
144	É
145	æ
146	Æ
147	ô
148	ö
149	ò
	û
151	ù
152	ÿ
153	Ö
154	Ü
155	ø
156	£
157	Ø
158	¤
159	*f*
160	á
161	í

Decimal	Character
162	ó
163	ú
164	ñ
165	Ñ
166	ª
167	º
168	¿
169	“
170	”
171	‹
172	›
173	¡
174	«
175	»
176	ã
177	õ
178	¥
179	¢
180	œ
181	Œ
182	À
183	Ã
184	Õ

Decimal	Character
185	§
186	‡
187	†
188	¶
189	©
190	®
191	™
192	„
193	…
194	‰
195	•
196	–
197	—
198	˚
199	Á
200	Â
201	È
202	Ê
203	Ë
204	Ì
205	Í
206	Î
207	Ï

Decimal	Character
208	Ò
209	Ó
210	Ô
211	Š
212	š
213	Ù

Decimal	Character
214	Ú
215	Û
216	Ÿ
217	ß
218	/

Summary

This chapter provides information for use when preparing your text with your word processor and a list of the GEM/3 International character set.

GLOSSARY OF DTP TERMS

10: Glossary of DTP terms

Glossary of DTP terms

All caps — A style of text whereby all letters are in upper *case* or capital letters.

Ascenders — The part of lower case letters that rises above the height of the lower case x, such as h and f. Compare with *descenders*.

ASCII text — Acronym for **A**merican **S**tandard **C**ode for **I**nformation **I**nterchange. A computer code used to represent letters and numbers.

Aspect ratio — The relationship between the height and width of an image when it is displayed on screen or printed out.

Baseline — An imaginary line connecting the bottoms of the capital letters. Compare with *meanline*.

Binding margin — Extra space added to the side of a printed page to allow for punching or binding: usually the left-hand side of a right page and the right-hand side of a left page.

Bold text — A weight of text characterised by **thick heavy** lines. Compare with *light* text.

Booklet format — A means of printing whereby facing pages are printed on the same sheet of paper.

Boxed text — Text which has a box drawn around it.

Bullet — A heavy dot or other symbol, used as an ornament before a paragraph and in lists.

Caption — Descriptive text accompanying a picture.

Case Letters can be either upper case (CAPITAL letters) or lower case (small letters).

Centred text Text which is positioned halfway between the left and right margins.

Character Any single letter, number, punctuation mark, or symbol.

Clip-art Pictures which can be used without securing the permission of the artist.

Clipboard A temporary holding place for a block of text, a frame, or a graphic which has been cut or copied.

Column The vertical arrangement of text on the page.

Column guides Dotted lines only visible on screen showing the edges of the columns on each page.

Crop To mask unwanted areas of an image file.

Crop marks Lines that mark the edges of the printed page.

Cut To remove a block of text, a frame, or a graphic from a document and place it on the clipboard.

Decimal tab A kind of tab stop which allows columns of decimal numbers to be aligned on the decimal point.

Descenders The part of a lower case letter that extends below the *baseline*, such as in g and y. Compare with *ascenders*.

Document The combination of text, pictures and style sheet. Also called a DESK*press* DTP file.

Document format The size, orientation, binding margin, headers and footers and master page of a document.

Em A unit for measuring width which is equivalent to the point size of the font in question, and usually the same as the width of the lowercase letter m.

En A unit for measuring width, usually half the width of the *em*, and equivalent to the width of the lowercase n.

Exceptions dictionary A file containing a list of words that are exceptions to the standard hyphenation rules or which are not to be hyphenated at all. This file is used by DESK*press* when determining where to split a word at the end of a line.

Export text Extract text from a DTP file so that it can be edited using a word processor.

Font A complete set of characters of the same design, style and point size.

Footer A line of text which appears at the bottom of every page. Compare with *header*.

Format The visual appearance of a page of text, including its shape, size, margins, etc.

Frame A rectangular box used to hold text, pictures, or graphics.

Graphics text Text drawn as a graphics object in Graphics mode which can be rotated through any multiple of 90°.

Graphics grid A piece of "graph paper" within a graphics frame. All graphics are fastened to the grid points on this graph paper when they are drawn or moved.

Greeking — A method of representing text by a series of horizontal lines or letter-like patterns, used when text is too small to display on screen.

Handles — Small open squares on the edges and corners of a selected frame or graphic, used for sizing.

Hanging indent — A paragraph style where the first line is flush with the left margin and subsequent lines are indented.

Hairline — A very thin line.

Header — A line of text which appears at the top of every page. Compare with *footer*.

Highlight — To emphasize an area of text in some way, for example in reverse video.

Hard space — A space used to keep words together on the same line which is never "stretched" during justification. Compare with *variable space*.

Hyphenation — Splitting a word at the end of a line and placing a hyphen where the split occurs.

Hyphenation "hot zone" — An invisible area at the end of every line which is used when setting ragged text. If a line has a long word at the end of it, and is in danger of crossing into the hot zone, DESK*press* will try to hyphenate the word.

Index — A list of subjects and related page references, used as a quick way of retrieving information.

Image file — A picture consisting of dots, created with a "painting" program or a scanner. Compare with *line-art file*.

Import To load text or a picture created with another program.

Indent The gap between the left or right-hand margin and one or more lines of text.

Italic text A style of text characterized by letters slanting to the right. Compare with *roman text*.

Justified text Text which is aligned with both the left and right margins. This is achieved by adding extra space between the words in each line.

Kerning Adjusting the spacing between pairs of characters to create a more pleasing effect.

Landscape A horizontal page, where the width of the page is greater than its height. Compare with *portrait*.

Leader A row of characters, usually dots, used to guide the reader's eye across the page.

Leading The distance from the *baseline* of one line of text to the next or the inter-line spacing.

Letter spacing When text is justified, extra space is inserted between the words in each line (see *justified text*). If this space exceeds a user-defined maximum value (see *word spacing*), then extra space is added between the letters in each word.

Light text A weight of text characterised by thin light lines. Compare with *bold text*.

Line-art file A picture consisting of lines, curves, etc., created with a "drawing" program. Compare with *image file*.

Margin The white space surrounding the text area of a page.

Marked block A highlighted section of text which can be cut out, copied, or moved.

Markup language A series of codes representing typesetting information (such as font, text style and paragraph style) that can be inserted into text using a word processor, before importing it into DESK*press*.

Master page A single or double-sided page which acts as a "template" for any new pages added to a document.

Meanline An imaginary line connecting the tops of the lower case letters. Compare with *baseline*.

Monospacing A method of spacing characters where each character occupies the same amount of horizontal space. Compare with *proportional spacing*.

Multipage printing A method of printing where the page size is scaled so that up to 16 pages fit onto a single sheet of paper. Compare with *multicopy*.

Multicopy printing A method of printing where the page size is scaled so that up to 16 copies of the same page fit onto a single sheet of paper. Compare with *multipage*.

Orphan The first line of a paragraph situated at the bottom of a column or page, separated from the rest of the paragraph in the following column or page. Compare with *widow*.

Paragraph style The name for a particular type of paragraph with its own set of features e.g. font, point size, bullets, indents, etc.

Paste To insert the contents of the clipboard into a document.

Pica A typesetting unit of measurement equal to 1/6 of an inch, or twelve points.

Picture format The kind of file (line-art or image) a picture has been stored as.

Point A typesetting unit of measurement equal to 1/72 of an inch.

Point size The height of a font measured in points.

Polyline Line made up of straight line segments.

Portrait A vertical page, where the height of the page is greater than its width. Compare with *landscape*.

Proportional spacing A means of spacing characters such that the space each character occupies varies according to the width of that character, e.g. the letter i occupies less space than the letter m. Compare with *monospacing*.

Ragged text Text which is flushed left or flushed right.

Repel text To make text run around the outline of a frame.

Reverse video With black and white reversed.

Right aligned text Text which is flush with the right margin and uneven on the left margin.

Roman numerals Numbers made up of combinations of roman letters e.g. IV, XXI etc.

Roman text A style of text characterized by upright letters. Compare with *italic text*.

Ruling line A line drawn above or below a paragraph of text to distinguish it from other text.

Scale To increase or decrease the size of an image file within a frame.

Snap To make a frame or a picture only positionable on the current ruler divisions or column guides.

Soft hyphen A hyphen inserted by the user which overrides any automatic hyphenation by the program. A soft hyphen placed at the beginning of a word indicates that the word is not to be hyphenated at all.

String A series of characters and/or spaces of any length.

Strikethrough A style of letters used in legal or contractual work, where every character has a line struck through it.

Style sheet The master page and paragraph styles for a given document.

Subscript Text, in a reduced point size, which is dropped below the baseline of the surrounding text. Compare with *superscript*.

Superscript Text, in a reduced point size, which is raised above the baseline of the surrounding text. Compare with *subscript*.

Tab stop/point A means of aligning text in columns using (TAB).

Text cursor A thin vertical line which indicates where text editing will take place.

TIFF Acronym for **T**agged **I**mage **F**ile **F**ormat, an industry standard image file format.

Tint The underlying shade or pattern of a frame.

Toggle An option which is like a light switch i.e. it can be either on or off.

Variable space A space inserted by pressing **Space**, which may be "stretched" during justification. Compare with *fixed space*.

Visibility Whether a frame is opaque or transparent.

Whole pixel scaling A method of scaling an image file so that all of the dots are scaled equally to produce a picture 2, 3, 4... times larger.

Widow The last line of a paragraph situated at the top of a column or page, separated from the bulk of the paragraph in the preceding column or page. Compare with *orphan*.

Word spacing The adjustment of the minimum and maximum amount of space allowed between words.

WYSIWYG Acronym for **W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et. It refers to the ability to show you on screen exactly what will be printed out.

CHAPTER 3

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G|S|T

DESK™ *press*

TYPOGRAFICA

USER MANUAL

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INTRODUCTION

1: Introduction

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Welcome to Typografica™, the fonts package that enables you to create superb-quality fonts for a wide range of software packages. With Typografica you can create matching screen and printer fonts of the typeface, style, point size and orientation you specify. The exciting range of typefaces and the ability to expand or condense each typeface lets you create a variety of unusual tailor-made fonts. Now you can give your documents a professional look with the right combination of typefaces and point sizes.

Typografica's font generator is specially designed to be easy to use and very fast, telling you how long it will take to create your fonts. This manual should help you learn how to use Typografica.

What you need

In order to use Typografica you need the following:

- An IBM® PC, AT, Personal System/2™, Amstrad® PC 1512, PC 1640 or compatible computer with at least one floppy disk drive or a hard disk
- 512Kbytes of RAM
- Any screen
- The MS-DOS® operating system version 2.1 or higher.

You also require a working knowledge of your computer and the basic procedures of the DOS operating system. If you have any doubts, please refer to the manuals that came with your computer and DOS. If you intend to install Typografica on a hard disk or network, you need at least 0.6Mbytes of disk space, depending on the number of font outlines in the package.

Make a backup copy

You are advised to make a backup copy of each disk in the package. Remember that you are allowed to make one copy of the disks for personal use only, and not for distribution to third parties. If you are not sure how to make a backup copy, please refer to your DOS or computer manuals and look up `Copy` or `Diskcopy`. Use the set of backup disks to run Typografica and store the originals in a safe place.

NOTE All users are advised to check whether a README file exists. If a README file is present, it can be displayed or printed from DOS or using the **Manual** submenu.

How to use the manual

Users who have bought the Prime and Standard Collections will find the **Manual** submenu available to them although the manual is not on disk.

If you have bought a single typeface pack, you will find the manual on disk. Although you can use the **Manual** submenu to browse through the manual on screen, you may prefer to print it out for easy reference. On floppy disk the manual can be found in a directory called MANUAL on one of the disks. If you installed the manual onto a hard disk or network, you will find the MANUAL directory where the program was installed.

Summary of contents

The following is a summary of the contents of each chapter:

Introduction introduces Typografica and tells you how to use the manual.

Getting started and installation tells you how to get Typografica started and installed on your hard disk or network. It describes how to set up Typografica for your application, display and printer and tells you what to do if you buy further Typografica typefaces.

How to choose your fonts is an introduction to the world of typography which suggests some factors you may wish to consider before creating your fonts.

How to create your fonts tells you how to create the fonts you require using the menus and batch mode.

Application notes provides information relevant to users of GEM/3™ applications, DESK*press*™, Timeworks Publisher™, Publish It!™, Lite™, Xerox Ventura Publisher™, MS Windows® 2.x, Windows/286 and Windows/386 or higher (including Aldus PageMaker® 3.0). This chapter also provides information for using fonts with HP Soft Font applications, including PFS:First Publisher™ 2.0, Fleet Street Editor® 3.0 and MicroPro WordStar® Release 5.

Troubleshooting and Messages describes some problems and error messages that you may come across using Typografica.

Appendix: Character sets lists the Symbols and Zapf Dingbats character sets for most of the applications supported by Typografica.

If you are keen to discover what Typografica can do, begin with the chapter entitled *Getting started and installation*, and go on to Chapter 4, *How to create your fonts*. If you would like to know more about fonts before you create them, read Chapter 3, *How to choose your fonts*, before you move on to Chapter 4.

Conventions

This manual represents keys on the keyboard like this: (RETURN).

This is a list of the basic keys and their functions:

(↑) and (↓) move the cursor up, down or sideways between fields.

(←) and (→) move the cursor left and right when editing within a field.

(PGUP) and (PGDN) move the cursor up or down a window's length when a chapter or list of choices is displayed.

(HOME) and (END) move the cursor to the start or end of a chapter or list of choices.

(BACKSPACE) deletes the character to the left of the cursor when editing within a field.

(DEL) deletes the character at the cursor position when editing within a field.

(F2) at the **Main** menu displays the **Install** submenu.

(F3) at the **Main** menu displays the **Application** submenu.

(F4) at the **Main** menu displays the **Fonts** submenu.

(F5) at the **Main** menu displays the **Manual** submenu.

(F7) moves the cursor to the beginning of a field that can be edited for text insertion.

(F8) clears the entire field if a field that can be edited is highlighted.

(F10) accepts all the information on screen.

(RETURN) selects a highlighted item or displays a list of choices.

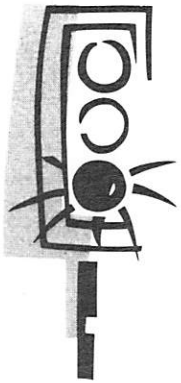
(ESC) abandons the present menu or list of choices and displays the previous menu. At the **Main** menu, (ESC) quits Typografica.

The following terms and conventions are adopted throughout the manual:

Cursor	A flashing point on screen indicating where data typed using the keyboard will next appear.
Default	Data or information which is assumed by the program unless you change it.
Field	A place on screen where information can be typed directly from the keyboard or where one of a list of choices can be displayed.
Move to	Use the arrow keys to move to a field so that it is highlighted.
Select	Move to a choice to highlight it and press (RETURN), or type the first letter of the option.

Assumptions

All instructions assume that your hard disk is drive **C** and your floppy disk is drive **A**. If your disks are represented by different letters, please substitute them accordingly. The instructions also assume that your application is installed in the standard directories for that application. If this is not the case, use the **Application** submenu to specify the directories used by your application.



GETTING STARTED AND INSTALLATION

2: Getting started and installation

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2

This chapter tells you how to start Typografica and install its font generator onto a hard disk or network. It provides an introduction to Typografica's menu structure and outlines a basic procedure for creating your fonts. You will also find instructions on setting up Typografica with your application, screen and printer.

Getting started

In order to start Typografica for the first time, you need to use your backup copies of the product disks. Hard disk or network users can next install the program onto the hard disk or network, if they wish to do so.

The first time

These steps assume that your floppy disk is drive A. If your disk drive is represented by a different letter, substitute it where appropriate. Always follow screen messages as you may be prompted to change the disk in the drive from time to time.

To start Typografica:

1. Turn on your computer and make sure DOS is loaded.

2. Insert the **Typografica Master Disk** into drive A and close the drive door.

3. Make drive A the current drive by typing

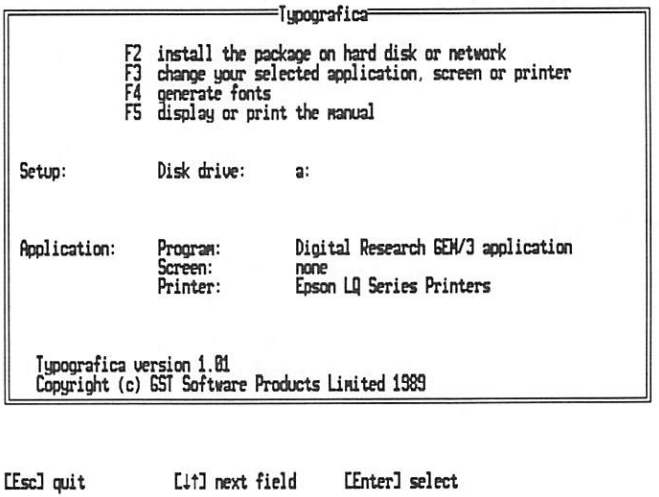
   `A:` (RETURN)

4. To start the program, type

   TYPOGRAF (RETURN)

After a few moments, the Typografica **Main** Screen is displayed:

The Typografica Main Screen



Floppy disk users

If you have a floppy disk system, follow the steps above each time you wish to start Typografica.

NOTE When running the program, be careful not to remove or change the disk in the drive unless prompted to do so.

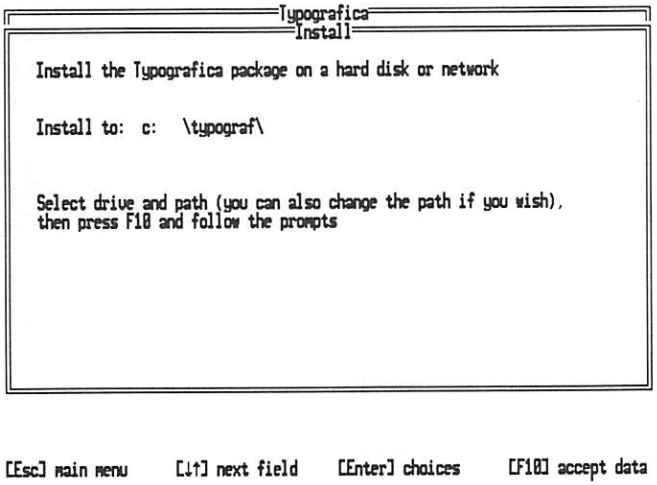
Installing Typografica onto a hard disk or network

Once you have followed the steps above to start Typografica, you can install the program onto your hard disk or network.

To install Typografica onto your hard disk or network:

1. At the **Main** menu, press (F2) to display the **Install** submenu. The **Install** submenu is displayed, with the drive field highlighted:

The Install submenu


Typografica
Install
Install the Typografica package on a hard disk or network
Install to: c: \typograf\
Select drive and path (you can also change the path if you wish), then press F10 and follow the prompts
[Esc] main menu
[↓↑] next field
[Enter] choices
[F10] accept data

2. The default disk on which Typografica will be installed is drive **C**. If you wish to change the disk letter, press (RETURN) to display your choices. A list of disk letters is displayed.

3. Use the arrow keys to move up and down this list and to scroll it. Highlight the letter that represents the hard disk or network on which you wish the program installed and press (RETURN). Alternatively, use the keyboard to type the letter. (Press (ESC) to remove the list without choosing a disk letter.)

4. The default path for where Typografica is to be installed is **\TYPOGRAF**. If you do not change this path, a directory called TYPOGRAF will be created on the chosen disk. If you wish to change the path, move to the path field.

5. A flashing cursor appears in the path field, allowing you to type a path up to 48 characters long using the keyboard.

NOTE You can clear a field by pressing (F8) or move the cursor to the start of a field by pressing (F7).

6. To start the installation procedure, press (F10). A number of messages are displayed at the foot of the screen. You will be prompted to specify whether you wish to install Typografica from scratch or modify an existing installation, and whether you wish to install the manual.

7. Always follow screen instructions. Press the key representing your answer to each question, as indicated below each message. Generally, pressing (RETURN) means *yes* and (ESC) means *no*.

8. Finally, a message is displayed allowing you to confirm your choices. If you have chosen a wrong option, press (ESC) at this point to abandon the process and start again. If you are happy with the choices, press (RETURN) to continue. Typografica now proceeds to install the files you have chosen.

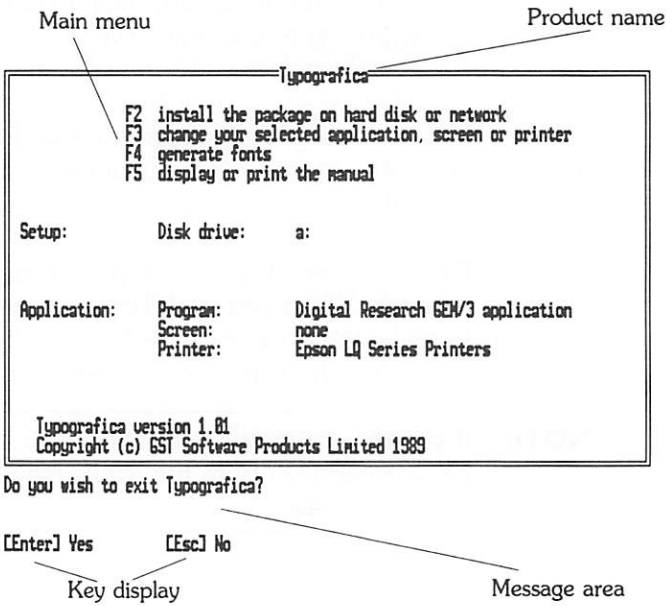
Follow messages on screen for any disk changes. When the installation is complete, Typografica displays a message to that effect.

Once installed, Typografica runs from the hard disk or network. When you start Typografica in future, remember to make the drive and directory in which the font generator is installed the current drive and directory.

NOTE If you did not install all the files, you can install them later by selecting (F2) from the **Main** menu and following screen messages.

The Typografica Main screen

The Typografica Main Screen



The Typografica **Main** screen is displayed in monochrome when you start Typografica. The name of the product appears at the top of the window, with the **Main** menu below, followed by details of your setup, application and our copyright notice. At the foot of the screen is a *key display* which shows which special keys are available to you at any particular time.

Just above the key display is the *message area*, where Typografica displays messages from time to time. Error messages are highlighted in this area in black and white on monochrome displays or in red and white on colour displays.

Details of your application, screen and printer are not displayed until you have selected them using the **Application** submenu.

The menus

The first menu that you see when you start Typografica is the Typografica **Main** menu. It is from the **Main** menu that you gain access to the submenus. At the top of each menu is its title or name. Each time a submenu is displayed, the title of the previous menu remains visible. This enables you to see at a glance where you are in the menu structure at any time.

Available from the **Main** menu are the **Install**, **Application**, **Fonts** and **Manual** submenus. Use the **Install** submenu to install Typografica onto a hard disk or network. The **Application** submenu is where you specify the application, screen and printer for which you are creating fonts. This submenu is also where you specify the directories used by your application if your application is not installed in the standard directories. Use the **Fonts** submenu to create your fonts and the **Manual** submenu to display or print the manual (or README).

In order to display a submenu, use the arrow keys to move up and down the list of submenus until the desired submenu is highlighted and press (RETURN). Alternatively, press the function key displayed next to that submenu option.

To display a list of choices with a submenu on screen, press (RETURN) with the relevant field highlighted. If a list of choices needs to be scrolled because it is too long to fit in its window, a pair of arrows will be displayed to the right of the window, indicating the direction(s) in which the list can be scrolled.

Choose an option by using the cursor keys to highlight that option and pressing (RETURN). You can also select an option from a list of choices by typing the first letter of that option. However, where more than one option begins with a particular letter, the first such option will be the one chosen.

Basic procedure

Here is an outline of the steps required to create your fonts:

1. Start Typografica.

2. Use the **Install** submenu (F2) if you wish to install Typografica onto a hard disk or network or to change an existing installation. (You do not have to install the program on hard disk as Typografica can be run from floppy disks.)

3. Use the **Application** submenu (F3) if you wish to select or change your application and hardware setup.

4. Use the **Fonts** submenu (F4) to create your fonts.

Typografica places the fonts in the directories specified using the **Application** submenu.

You may need to follow other steps before the fonts can be used by your application. Refer to the later chapters of this manual or to the user guide that came with your application for further details.

Once you have set up Typografica with your application, screen and printer, you do not have to do so again unless you wish to change the selected application or your setup. If you have more than one Typografica package, refer to the section below entitled "Buying further Typografica packages".

Setting up

This section explains how to set up the application, screen and printer for which you are creating your fonts, and the default directory information related to your application. Press (F10) to save the setup when you have finished.

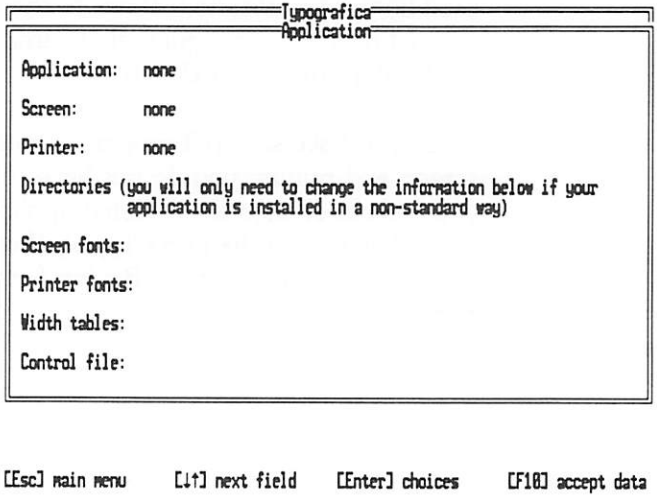
NOTE Be careful not to press (NUM LOCK) when editing within a field. To correct this, press (NUM LOCK) again.

Application

Follow these steps to choose your application:

1. From the **Main** menu, select the **Application** submenu. The **Application** submenu is displayed, with the application field highlighted. The application field is the only one available to you until you select an application.

The Application submenu



2. Press (RETURN) to display the list of applications supported by Typografica.

3. If the list of applications is very long, use the arrow keys, (PGDN) and (PGUP) to scroll the list. (Press (ESC) to abandon the list without selecting an application.)

4. Type the first letter of the relevant option or highlight it and press (RETURN). The name of your chosen application is displayed in the application field and some of the other fields fill with default directory information relating to it.

The other fields are now available to you.

NOTE If you are creating screen fonts for MS Windows or Aldus PageMaker in connection with a PostScript printer, you should choose the relevant application option "**with PostScript names**". This is also the option to choose if you are creating fonts for drafting purposes on a non-PostScript printer with the intention of providing a PostScript file for phototypesetting.

Screen

The list of screens (displays) from which you choose varies according to the selected application. It is very important that the display you choose is the one for which your application was installed. If you are not sure which display to choose, please refer to the person who installed your application.

Follow these steps to choose your screen:

1. After selecting your application, move to the screen field and press (RETURN). A list of screens supported by the chosen application is displayed.

2. If the list is long, use the arrow keys, (PGDN) or (PGUP) to scroll it. (Press (ESC) to abandon the list without choosing a screen.)

3. Type the first letter of the relevant option or highlight it and press (RETURN). The name of the screen you have chosen is displayed in the screen field.

NOTE If you have chosen HP LaserJet Soft Fonts, PFS:First Publisher 2.0, Fleet Street Editor 3.0 or WordStar Release 5 as your application, you do not need to create screen fonts.

Printer

The list of printers from which you choose varies according to the selected application. It is very important that the printer you select is the one for which your application was installed. If you are unsure which printer to choose, please refer to the person who installed your application.

Follow these steps to choose your printer:

1. After selecting your application and screen (described above), move to the printer field and press (RETURN). A list of printers supported by the chosen application is displayed.

2. If the list is long, use the arrow keys, (PGDN) and (PGUP) to scroll it. (Press (ESC) to abandon the list without choosing a printer.)

3. Type the first letter of the relevant option or highlight it and press (RETURN). The name of the printer you have chosen is displayed in the printer field.

NOTE If you are creating PCL printer fonts for MS Windows or Aldus PageMaker, and have more than one PCL printer installed, Typografica creates fonts for the first such printer listed in the **WIN.INI** file.

If you have a PostScript printer and are only using Typografica to create screen fonts, it does not matter which printer, if any, is selected as you will not require printer fonts. Please note that Typografica cannot create printer fonts for use by PostScript printers.

Disk and directory information

The default disk and directory locations for your screen fonts, printer fonts, and any other relevant files are displayed after you have chosen an application. You can change the drive and path for these files, as well as the name of any control files where applicable. However, you should only need to change this information if you have not installed your application in the standard way, if you have chosen the HP LaserJet Soft Fonts option, or if you are using a *runtime* version of MS Windows to run Aldus PageMaker 3.0.

Follow these steps if you need to change the default information on the **Application** submenu:

1. With the **Application** submenu displayed, move to the drive field and press (RETURN) if you wish to change it. A list of choices is displayed. Use the arrow keys to move up and down the list of choices, highlight your selection and press (RETURN). Alternatively, type the first letter of the option.

2. Move to the path field if you wish to change its contents. The path field is one that can be edited and displays a flashing cursor. Type a path up to 48 characters long.

3. Repeat steps 1 and 2 for any other drive or path that you wish to change.

4. If your application uses a control file, (for example, **WIN.INI**) the default name for this file is displayed in the lower right-hand corner of the screen. If you wish to change its name, move to the field and edit it.

NOTE If you are using a runtime version of MS Windows to run PageMaker 3.0, change all the paths to the **\PM** subdirectory, where your fonts are stored.

Saving/Changing your setup

When you have finished selecting your application and hardware setup, press (F10) to tell Typografica to accept the information on screen. If you have chosen an invalid drive or path, a message to that effect will be displayed. If this happens, choose a valid drive or path and press (F10) again.

The setup you have chosen is saved on disk for future use. Floppy disk users may be prompted to change disks so that the setup can be saved. You will only need to use the **Application** submenu again if you are creating fonts for a variety of printers, screens or applications, or if your hardware or your application setup changes.

NOTE Remember to press (F10) to save any future changes you make using the **Application** submenu.

How to quit

If you wish to quit Typografica, first press (ESC) until the **Main** menu is displayed. With the **Main** menu on screen, press (ESC) again. A message is displayed, enabling you to confirm or cancel the request to quit Typografica. Press (RETURN) to quit Typografica and exit to the DOS prompt, or press (ESC) to cancel the request.

Buying further Typografica packages

Each Typografica package comes with a copy of the font generator. Once you have installed the font generator onto the hard disk you do not need to do so again unless you buy a *later* version of Typografica.

NOTE If you buy a later version of Typografica you should start Typografica using the *floppy* disks supplied with that later version and install the program from scratch, as described earlier in this chapter. You *cannot* perform a complete installation of Typografica from the hard disk or network.

If you are only adding font outlines to a previously installed version of Typografica on the hard disk or network:

1. At the **Main** menu, press (F2). The **Install** submenu is displayed.

2. Check details of the floppy drive from which you are installing your outlines. Press (RETURN) to select a different drive.

3. Press (F10) when you are happy with the screen information. A number of messages are displayed. Respond accordingly and use the new disks when prompted to insert disks into the drive.

If you have a floppy disk system:

1. Start Typografica. It does not matter which copy of the font generator you use unless you have just bought a later version of the product. If so, use the later version.

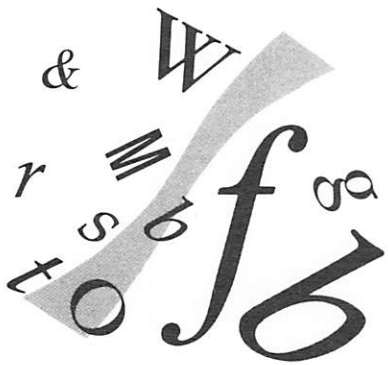
2. Display the **Fonts** submenu. The typeface field is highlighted.

3. Press (RETURN) to select a typeface. A message is displayed, instructing you to insert an **Outlines Disk** into the drive.

4. Use your new **Outlines Disk**.

Summary

Now that you have set up Typografica for your application, screen and printer, you are ready to create your fonts. If you wish to know more about fonts before creating them, read Chapter 3. Otherwise, refer to Chapter 4 for instructions on how to create your fonts.



HOW TO CHOOSE YOUR FONTS

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What is a font?

A Typografica font is a set of characters with a unique combination of Typografica typeface, style, point size, font width and orientation (portrait/landscape), designed for use with a particular device (screen/printer). A Typografica typeface is a special design of characters, such as ITC Bookman.

Typografica uses font outlines to create screen and printer fonts for your application. You can specify the typeface, style, device, orientation, point size, character set and width expansion or compression ratio for these fonts. The fonts are saved on disk as bitmap font files, in locations that vary according to the application for which you are creating them.

What you should consider

It is worthwhile thinking about which fonts you want to create before you create them. You can save both time and disk space by creating only those fonts that you are going to use. Before creating your fonts, you may wish to consider the following:

- The application for which you are creating the fonts
- Which typefaces you need, and in which styles
- Which screen and printer you are using
- Whether you need fonts for both portrait and landscape orientations
- Which point sizes you need to use

- The suitable width compression or expansion ratio
- How much disk space you have
- How long the font creation process will take.

Application

Before you create your fonts, you should consider the application for which you are creating them. Typografica offers support for a number of specific software packages, e.g. DESK*press*, Timeworks Publisher, Lite, Aldus PageMaker 3.0, Xerox Ventura Publisher, PFS:First Publisher 2.0, and most packages that run under the standard GEM/3 and MS Windows (2.x, /286, /386 or higher) graphics environments, or that use HP LaserJet Soft Fonts.

If you are generating fonts for more than one software package, you need to generate the fonts for each one separately unless your applications come under the same general categories of GEM/3, MS Windows or HP LaserJet Soft Fonts applications.

NOTE For the best results, you are advised to use the most recent version of your application.

Typefaces

Each Typografica package contains the font generator and one or more typefaces (designs). It is these typefaces that Typografica uses to create screen and printer fonts. The typefaces usually come in a family, giving you roman (normal), bold, italic, and bold italic variations of the same typeface or design.

Choosing the right typeface is probably the most important decision you will make when designing a document. You may find it helpful to consider which typefaces you are going to need for your document before creating the fonts, so that you do not create more fonts than you need. Think about the kind of document you are creating, your targetted audience and the conditions in which the document will be read (e.g. lighting, in front of a computer). Some typefaces, like ITC Avant Garde, are ideal for posters and advertisements which need to be eye-catching, while others such as Century Schoolbook and ITC Bookman are well-suited to large sections of text and reference material. If versatility is what you are looking for, you probably will not need to look any further than Sans and Serif.

If, for example, you are creating fonts for a user manual, one or two typefaces may be enough; one for headings, with another for subheads and the main body of text. On the other hand, you may also need a symbol font if you are going to use mathematical symbols and Greek characters.

NOTE A note of caution here: generally, a document loses impact if there are too many typefaces and point sizes in it.

Remember that other factors influence the readability of a document; the width of lines of text across the page, the number of columns, spacing between columns, page margins, leading (inter-line spacing), word spacing and letter spacing.

Naturally, it would save disk space if you only generated the fonts you intend to use. If you are not sure which typefaces you are going to need, try using them to create a couple of fonts in one or two point sizes, to give you an idea of what they look like. Experiment with different combinations of typefaces until you are happy with your choice. When you have chosen your typefaces and thought about the sizes you need, use Typografica to create the fonts.

Character set

A character set is a collection of letters, numbers, symbols and punctuation marks. Typografica uses the character set and your chosen typeface to create a font in that design.

Typografica creates your fonts using a default character set which varies according to the selected typeface and application. The character set used to create Zapf Dingbats fonts is the Zapf Dingbats character set, while the Symbols character set is used to create Symbols fonts. The character sets used to create other fonts include the GEM/3 International character set, Ventura International character set, Microsoft Windows ANSI character set and the HP LaserJet Roman-8 character set.

If you wish to, you can change the selected character set using the **Fonts** submenu.

Device

A printer font is used by the printer to print text styled in that font. A screen font is used to represent a printer font on screen. Typografica can create fonts for either or both your screen and printer. Before using Typografica, make sure you know the screen and printer for which your application was installed. Refer to the person who installed your application if you have any doubts.

Typografica allows you to create fonts for the screens and printers which are used with any of the supported applications. This means that if your application is supported by Typografica, you should not have any problems creating fonts for your screen or printer.

You do not usually need to create bold or bold italic screen fonts. Most applications can simulate a bold or bold italic screen font using the roman (normal) and italic fonts.

Bear in mind that before a typeface can become available within most applications, printer fonts of that typeface must be present. Any screen fonts you create are not displayed unless you also create (or already have) printer fonts of the same typeface. Conversely, any printer font you create will not be displayed in that font on screen unless you also have an appropriate screen font.

If you are creating fonts for Fleet Street Editor 3.0, PFS:First Publisher 2.0, WordStar Release 5 or a HP LaserJet Soft Fonts application, you do not need to create screen fonts.

NOTE If you have a PostScript printer and are only using Typografica to create screen fonts, it does not matter which printer, if any, is selected as you will not require printer fonts. Please note that Typografica cannot create printer fonts for use by PostScript printers.

Orientation

If your printer needs fonts in both landscape and portrait orientations, create printer fonts in both orientations. Screen fonts are always in the portrait orientation.

Point sizes

Typografica fonts are measured in units of points, one point being 1/72 of an inch. The point size is the vertical measurement of the letters, generally the distance between the tops of the tallest letters or ascenders and the bottoms of the letters with descenders, like q and y. A font that is 72 points is an inch high and a 36 point font is half an inch high. Typografica can create fonts in any point size, limited only by your application, screen and printer. However, the current set of applications, screens and printers supported by Typografica limit font creation to 99 points. The minimum and maximum point sizes available with your device are displayed in the **Fonts** submenu, and Typografica does not allow you to create fonts in sizes outside of this range.

Typografica typefaces can be proportionally spaced or monospaced. A proportionally spaced typeface is one where the width of each character varies from character to character. A monospaced typeface is one where all the character widths are the same, for example, Courier. Monospaced characters can be measured horizontally in characters per inch or pitch. If you are more familiar with pitch, you may find it helpful to remember that a ten pitch monospaced font (10 characters per inch) is approximately 12 points and a 12 pitch monospaced font (12 characters per inch) is approximately 10 points.

Typografica allows you to specify point sizes as decimal fractions to two decimal places for MS Windows applications using HP Soft Fonts. However, the fractional point sizes will be rounded to the nearest quarter point. If you specify a fractional point size for any other application, Typografica rounds up or down to the nearest whole point size and creates one copy of each rounded point size. If you specify, for example, a 12.45, a 12.2 and a 12.85 point size, Typografica will generate one 12 point font and one 13 point font.

If the application for which you are creating a font has different display sizes and you have the disk space, you may wish to create a screen font for each of the main view sizes. DESK*press*, for example, has six view sizes; Double, Actual, Three-quarter size, Half, Full Page, and Two pages. In addition to the Actual (100%) view size, you could create screen fonts for the Double (200%) and Half (50%) view sizes, e.g. if you create a 14 point printer font, you could also create 7, 14 and 28 point fonts for your screen, *if you have enough memory and disk space.*

Most applications greek very small characters (simulate text by means of horizontal lines when it is too small to display) and use a default screen font if there is no appropriate screen font.

Bear in mind that a font in a large point size takes up more disk space than one in a small point size and that you only need to create printer fonts in the point sizes you wish the text to be printed. If you are unsure which sizes to create, the following point sizes are suggested as a good set to start with: 8, 12, 18 and 24 point matching screen and printer fonts, with an additional 36 point screen font. These are the point sizes traditionally used in document production. Avoid creating more fonts than you need because your application or printer may not have enough memory to handle all the fonts.

NOTE In the opinion of the typeface designer, Typografica will create characters of a height such that the chosen point size is the *minimum* leading (inter-line spacing) on which these characters should be displayed. This means that the characters of a 24 point font are not themselves 24 points high, but that the minimum leading you should use with this font is 24 points. The optimum leading may be larger and is up to your discretion.

Width expansion/compression

The width expansion or compression ratio is not to be confused with proportional spacing. Think of a typeface as a design that can be reproduced in different sizes and also stretched sideways, giving you a fat or thin version of that typeface. The ability to expand or compress a typeface allows you to create unusual eye-catching fonts. Typografica can expand a font up to double its normal width or compress it down to a quarter of the normal width.

The width expansion or compression ratio is specified as a percentage, where 100% is the normal width of the font. You can specify any percentage between 25 (a quarter) and 200 (double). However, you can only create fonts using one ratio at a time. When creating fonts with a particular typeface, it is sensible to use the same width ratio for each font.

The 100% ratio is the best width for each font. However, if you wish to change the ratio to create an unusual font, make sure that it will suit your requirements before you create a large set of fonts in that ratio. Generally, compressed fonts look better than expanded fonts.

NOTE You cannot create fonts using the same typeface and the same point size but with more than one width ratio. This restriction does not apply to DESK*press* or to HP LaserJet Soft Fonts created for MS Windows applications (including Aldus PageMaker 3.0).

Disk space

From the DOS prompt, you can use the `Dir` or `Chkdsk` commands to display the amount of disk space available to you.

Fonts occupy varying amounts of disk space. Large sizes can take up a lot of disk space and printer memory capacity. Screen fonts usually occupy less disk space than printer fonts.

For example, a 36 point Century Schoolbook font created for the Epson MX/FX printer and Xerox Ventura Publisher 1.2 occupies approximately 78Kbytes of disk space. On the other hand, a 36 point Century Schoolbook font created for the Epson GQ-3500 laser printer and GEM/3 occupies approximately 45Kbytes of disk space.

If you have a hard disk, you can always copy the Typografica fonts onto floppy disks to make room on your hard disk. Copy the fonts back onto the hard disk as you need them, being careful to place them in the correct directories. You should refer to your application manual for any restrictions on doing so. It would also be a good idea to make a backup of the fonts used for each document so that you have a copy of all the relevant fonts when you next work on that document. Details on how to recognize your fonts can be found in the chapter relating to your application.

Time

Most creative processes take time. Font creation is no exception although Typografica creates fonts relatively quickly. The actual amount of time involved depends on your setup and the fonts being created. For this reason, Typografica gives you an estimate of how long it will take to create the fonts you have specified. If the estimate is too long for you, press (ESC) at this point to abandon the font creation process and delete some point sizes. You can always create them later.

As an example of the way in which the time estimate varies according to your setup, a 36 point Century Schoolbook font created for the Epson MX/FX printer and Xerox Ventura Publisher 1.2 on an Epson computer running at 8MHz is created in approximately one and a half minutes. On the other hand, creating a 36 point Century Schoolbook font on the same computer for the Epson GQ-3500 laser printer and GEM/3 takes approximately nine and a half minutes.

NOTE The time estimate may be significantly affected if you have loaded any memory resident programs.

Summary

This chapter was a brief introduction to typography. If you have set up Typografica with your application, screen and printer (as described in the chapter entitled *Getting started and installation*), you are ready to move on to Chapter 4, *How to create your fonts*.

4

4: How to create your fonts

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Creating your fonts

This chapter tells you how to use Typografica to create your fonts. It assumes that you have already used the **Application** submenu to specify the application, screen and printer for which you are creating the fonts. If you have not done so, follow instructions in Chapter 2 before you proceed any further.

If you are using a floppy disk system, make sure that you have the fonts disk(s) used by your application ready because you will need them. If you intend to use a floppy disk other than the fonts disk normally used by your application, you need to set up the directories and any other files required by your application onto this disk. One way of doing so is to use the `Diskcopy` command from DOS to make a copy of your current application fonts disk and then to delete any unwanted fonts from the copy.

Bear in mind that before a typeface can become available within most applications, printer fonts of that typeface must be present. Any screen fonts you create are not displayed unless you also create (or already have) printer fonts of the same typeface. Conversely, any printer font you create will not be displayed on screen in that font unless you have an appropriate screen font.

Follow instructions on screen at all times. Floppy disk users may be prompted to change the disk in the drive from time to time.

Application notes

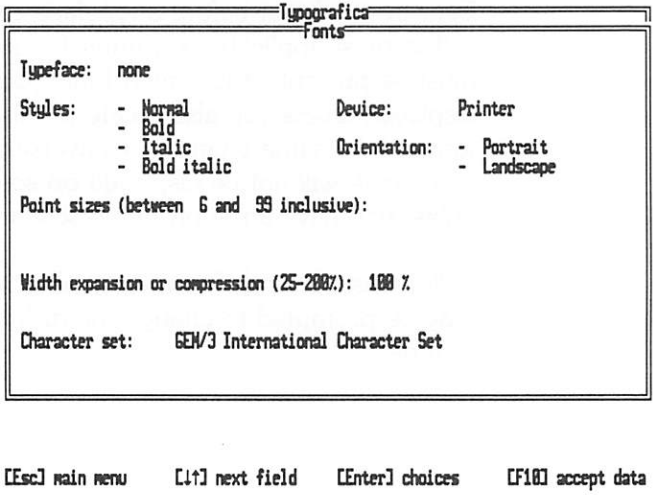
If you create fonts for Aldus PageMaker or an MS Windows application, Typografica will amend your **WIN.INI** file. You are advised to make a backup copy of this file as a precaution before using Typografica to create your fonts.

How to create fonts

Now that you are ready to create your fonts, follow these steps:

1. From the **Main** menu, move to the **Fonts** submenu and press (RETURN) to select it. Alternatively, press (F4). The **Fonts** submenu is displayed with the typeface field highlighted:

The Fonts submenu



The **typeface** field is the only one accessible to you until you have chosen a typeface.

2. Press (RETURN) to display the typefaces available. Use the arrow keys, (PGUP) and (PGDN) to scroll the list and select the typeface you want. The name of the typeface you have chosen is displayed in the typeface field.

Notice the list of styles available? You can create fonts with any of these styles. If a style is not available for the typeface you have chosen, it will have a minus sign next to it and you will not be able to highlight it.

3. To select a style, highlight it and press (RETURN). An asterisk is displayed to the left of the style name to show that it is selected. You can deselect the style by highlighting it and pressing (RETURN) again.

4. Move to the **device** field. Press (RETURN) to select the screen, the printer, or both devices. If both devices are selected, you can only create fonts in point sizes common to both devices, in the portrait orientation.

5. Move to the **orientation** field to select whether you want Typografica to create fonts in portrait, landscape or both orientations. A minus sign is displayed to the left of any orientation that is not available. Move to the orientation you want and press (RETURN) to select it. An asterisk appears to the left of the selected orientation. You can deselect an orientation by highlighting it and pressing (RETURN) again.

NOTE In order to avoid confusing your application, you are advised to create portrait fonts to accompany any landscape printer fonts created.

6. Now move to the **point size** field. You will notice the range of point sizes displayed above it. This range depends on your device. Specify one or more point sizes, separating each from the others with a space, e.g. `6 10 12 36`. No leading zeros are required. You can type a series of sizes up to a maximum of 59 characters, including spaces. (You can clear a field by pressing (F8) or move the cursor to the start of a field by pressing (F7).)

7. Next, move to the **width** expansion or compression field and type the ratio you require. You can opt to stretch the width of the typeface by any percentage between 25 and 200. No leading zero is required for two digit numbers.

NOTE You cannot generate the same font at the same point size with different widths, e.g. you cannot have a 12 point screen font with an expansion ratio of 125% and a 12 point screen font of the same typeface and style with a compression ratio of 50%. This restriction does not apply to DESK*press* or to HP Soft Fonts created for MS Windows applications (including Aldus PageMaker 3.0).

8. Finally, move to the **character set** field. This field displays the default character set for the chosen typeface. If you wish to change character sets, press (RETURN) to display the available character sets and select the one you require.

9. Check what you have on screen and press (F10) when you are happy with it. Typografica checks the data and displays error messages if necessary, e.g. if a point size is too large or small or if no style is selected. Put right any errors and press (F10).

If all is well, Typografica displays the estimated time required for the font creation process. Press (RETURN) again to continue or (ESC) to abandon the font creation process. If you press (RETURN), Typografica will create your fonts and place them in the directories specified on the **Application** submenu.

During the font creation process, the name of the font being created is displayed on screen. Beneath this name is displayed a series of asterisks that span the width of the screen when Typografica has finished creating that particular font. A message is displayed after each font has been successfully created.

Refer to the later chapters of this manual for details of anything you may need to do before using these fonts with your application.

Using batch mode to create fonts

Batch mode is a means of creating fonts without using the menus. Instead, you type the program name at the DOS prompt, followed by a series of codes representing the typeface, styles, device, orientation, point sizes and width expansion/compression ratio of the fonts you wish to create. Batch mode allows you to create almost as many fonts as you would be able to from a single use of the **Fonts** submenu. However, you cannot create screen and printer fonts at the same time and you cannot change the default character set for any typeface.

In order to use batch mode, you must satisfy the following conditions:

- DOS must be loaded
- The program directory must be the current directory
- You must have previously used the **Application** submenu to specify your application, screen and printer.

Typografica displays error messages where necessary. If you wish the error messages to be printed, you can redirect output from the screen to the printer before you use batch mode. Refer to your DOS manual for instructions on how to redirect output.

Procedure

This is an outline of the procedure to follow when using batch mode to create your fonts. It assumes that your floppy disk is drive A.

1. Turn on your computer and load DOS.

2. If you are starting Typografica from a floppy disk, place the **Typografica Master Disk** into drive A and shut the drive door.

3. If you are running Typografica from a hard disk or network, make the program directory the current directory.

4. Type the program name followed by a series of codes (described below) and press (RETURN).

5. Typografica may display error messages at this point. If this happens, read the message, type the command (corrected) again and press (RETURN).

NOTE Typografica will not give you a time estimate for the fonts creation process if you are using batch mode.

Command syntax

In order to use batch mode, you need to know the syntax (format) of the Typografica command line as well as the codes and rules.

The syntax (format) of the command line is as follows:

TYPOGRAF *typeface styles device orientation sizes width*

where

TYPOGRAF	is the name of the program
typeface	is a single typeface code
styles	is one or more style codes
device	is the single device code
orientation	is a single orientation code
sizes	is a sequence of numbers representing the point sizes
width	is a number representing the width expansion/compression ratio.

It does not matter whether you use upper or lowercase letters or a combination of both in the command line. You can specify the codes in any order. The only limit to the length of the command line is that imposed by DOS; a maximum line length of 127 characters.

Codes

This section lists the codes used in batch mode.

Typeface

The typeface code is a three letter code. You can find out the code for each typeface from DOS by looking at the names of the outline files in the MASTERS subdirectory on the **Outlines Disk** or in the relevant directory on the hard disk or network. The fourth, fifth and sixth letters in the outline filename are the typeface code. For example, GSTCOURM.BS is the Courier typeface in the roman style, and the three letter code is COU.

Alternatively, look at the three letter code next to the typeface name in the **Fonts** submenu.

Styles

The style code is a two letter code where RM represents roman (normal), BD represents bold, IT represents italic and BI represents bold italic.

You can specify as many of these styles as you wish. If you do not name any style, Typografica assumes that you want the roman (normal) style.

Code	Style
RM	roman (normal)
BD	bold
IT	italic
BI	bold italic

Device

The device code is made up of two letters; SC for the screen and PR for the printer. You cannot use batch mode to create fonts for both devices at the same time.

Code	Device
SC	screen
PR	printer

Orientation

The orientation code is a two letter code where PO is portrait and LA is landscape. You can specify either or both orientations. If you do not specify either, Typografica assumes that you want fonts created for the portrait orientation.

Code	Orientation
PO	Portrait
LA	Landscape

Sizes

The sizes are a sequence of numbers separated by spaces, representing point sizes.

Width

The width expansion/compression ratio is a number between 25 and 200, followed by the percentage sign %. The default is 100% if none is specified.

Examples

To help make things clearer, here are some examples of Typografica command lines to create fonts using batch mode.

```
TYPOGRAF AVG SC RM BD 8 12 20
```

tells Typografica to create fonts in the ITC Avant Garde typeface, for the screen, in roman and bold, in 8, 12 and 20 point sizes.

```
typograf csb PR 72 50%
```

tells Typografica to create a font in the Century Schoolbook typeface, for the printer, in roman only (as no style is named), in portrait orientation (as no orientation is named), in 72 point size. The created font is compressed to half its normal width.

Summary

This chapter provided information on creating your fonts using Typografica's menus and batch mode. Typografica places the fonts on disk, in directories that vary according to the application for which the fonts were created. You should refer to the later chapters of this manual and to the reference manual that came with your application for details of anything else you may need to do.

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This chapter contains information relevant to users of the specific applications supported by Typografica.

GEM/3 applications

This section contains information specific to the GEM/3 or GEM/3.1 application for which you are creating your Typografica fonts. It includes details on how to recognize your Typografica font files and where to find them.

Typografica places the fonts it creates for GEM/3 applications in the directory called \GEMAPPS\FONTS, the default directory required by GEM/3. If you are using a floppy disk system, Typografica copies the fonts into the equivalent directory on the fonts disk used by GEM/3. If your setup is different from the defaults, remember to specify it using the **Application** submenu so that your fonts will be placed in the correct directories.

If you are creating HP LaserJet Soft Fonts for a GEM/3.1 application or GEM Desktop Publisher™, Typografica creates the HFI files required for these fonts to be recognized as HP LaserJet Soft Fonts.

What you should do

Any additional steps that you may have to follow before you can use your Typografica fonts with your GEM/3 application will vary from application to application. Refer to the manual that came with your application for these details.

Application notes

- If you are creating HP LaserJet Soft Fonts for your GEM/3 application, please remember to create landscape fonts for each typeface you wish to use.

- GEM Draw™ Plus version 2.0 may double some point sizes, making available a point size twice that of the one created. The maximum number of typefaces available at any one time is four.

- GEM Paint™ versions 2.1 and earlier allow a maximum of twelve different point sizes for all typefaces combined. Undesirable situations may arise, e.g. the corruption of the **Style** menu, if more than twelve point sizes are created.

- GEM Graph™ and GEM Graph MapEditor™ do not allow more than two typefaces and do not support the 7 point size.

- Finesse™ versions 1 and 2 require that you create a set of matching screen and printer fonts before you can use them.

If you are thinking of removing your Fontware installation to increase available disk space, *do not* remove the subdirectory \GEMAPPS\FONTWARE\DDF and its contents as GEM Desktop Publisher requires these files for its normal operation.

NOTE GEM WordChart™ and GEM/2 applications are not supported by Typografica.

How to recognize your fonts

If you wish to copy your font files to another disk or delete them to make more room on your hard disk or GEM/3 fonts disk, you need to know how to recognize them.

Each font filename takes the following format:

tttpppss.eee

where

ttt	is a three letter typeface code
ppp	is the point size in the range **001** to **999**
ss	is a two letter style code: **RM** is roman **BD** is bold **IT** is italic **BI** is bold italic
eee	is a three letter code that is the same as the extension on the relevant device (display or printer) driver filename, e.g. **CGA**, **EGA**, **VGA** for your display, or **EPS**, **ELQ**, **HPH**, **SFP**, **B30** etc. for your printer, or
eee	the extension is **SFP** for HP Soft Fonts in the portrait orientation and **SFL** for HP Soft Fonts in the landscape orientation. The HFI files have the extension **HFI**.

For example, BKM012RM.EGA is a 12 point Bookman screen font in the roman style for an EGA display.

Typeface key

It is important that you do not have more than one copy of a particular font, even if it has a different name. If you do, your application may not know which font to use.

This typeface key is provided for typefaces where this situation is particularly likely to occur. Refer to the documentation that came with your fonts if you need more details or if your fonts came from a different source. The typeface code usually appears as the first two or three letters in the font filename.

Typeface	GEM/3	Typografica
Swiss Roman	aa	SANpppRM
Swiss Italic	ab	SANpppIT
Swiss Bold	ac	SANpppBD
Swiss Bold Italic	ad	SANpppBI
Swiss Compressed Roman	dg	SNNpppRM
Dutch Roman	ai	SRFpppRM
Dutch Italic	aj	SRFpppIT
Dutch Bold	ak	SRFpppBD
Dutch Bold Italic	al	SRFpppBI
Courier Roman	bk	COUpppRM
Courier Italic	bl	COUpppI
Courier Bold	bm	COUpppBD
Courier Bold Italic	bn	COUpppBI

* ppp represents the point size

DESK*press*

This section describes the preparation required before you can use Typografica fonts with DESK*press*, and how to recognize the font files on disk.

The default location for fonts and kerning tables created for DESK*press* is the folder called \GEMAPPS\FONTS off the root of your hard disk.

If your setup is different from the defaults, remember to specify it using the **Application** submenu so that your fonts and kerning tables are placed in the correct directories.

What you should do

Whenever you add a new font to DESK*press*, the widths of each character in the font need to be determined. PRESSWID, supplied with DESK*press*, measures the widths of the characters in the fonts available for your display and printer. You will need to run PRESSWID every time you add a new font or set of fonts for your screen or printer.

To run PRESSWID

either:

1. Log onto the root of the drive where the GEM/3 Desktop is stored, e.g. C:

2. Load the GEM Desktop by typing

   GEM (RETURN)

3. Find and double-click on the icon called PRESSWID.APP in the \PRESS folder on the disk where DESK*press* is installed.

A form is displayed with a list of installed printer(s). Select the printer for which you created your Typografica printer fonts and click on **OK**.

or:

1. Log onto the root of the drive where you installed DESK*press*, e.g. C:

2. Type

   `PRESSWID` (**RETURN**)

A form is displayed with a list of installed printer(s). Select the printer for which you created your Typografica printer fonts and press (**RETURN**).

PRESSWID creates files for every font and kerning file found in the \GEMAPPS\FONTS folder and stores them in the \GEMAPPS\FONTS\METRIC folder.

How to recognize your fonts

If you wish to copy your font files and kerning tables or delete them to make more room on your hard disk, you need to know how to recognize them. When you delete a font, you may also wish to delete the associated file in the \GEMAPPS\FONTS\METRIC folder.

The format for kerning table files and fonts which have not been expanded or compressed is as follows:

tttpppss.eee

where

ttt is a three letter typeface code

ppp is the point size in the range 001 to 999

or

000 if the kerning table is for a scalable font

ss is a two letter style code:
RM is roman
BD is bold
IT is italic
BI is bold italic

eee is a three letter code that is the same as the extension on the device driver filename, or

GFK is the filename extension for a file containing kerning information.

For example, BKM012RM.EGA is a 12 point Bookman screen font in the roman style for an EGA display while BKM000RM.GFK is its associated kerning table.

Compressed or expanded fonts take the following format:

tttppscc.eee

where

ttt	is a three letter typeface code
pp	is the point size
s	is the style code: **R** is roman **B** is bold **I** is italic **D** is bold italic
cc	is the two letter compression code: 25-99 for compression ratios of up to 99%. **A1-A9** for ratios of 101% to 109% (where A represents 10), **B1-B9** for ratios of 111% to 119% (where B represents 11) and so on through to **K0** for 200% (where K represents 20)
eee	is the three letter code which is the same as the extension on the device driver filename.

For example, SRF12RC5.ELQ is a 12 point Serif printer font in the roman style for the Epson LQ printer, with an expansion ratio of 125%.

NOTE Be very careful not to remove the default screen font files from your hard disk; namely Sans 5 point and below.

As mentioned earlier, when PRESSWID is run files are created in the \GEMAPPS\FONTS\METRIC folder for every font and kerning table in the \GEMAPPS\FONTS folder. If you delete a font, you should also delete any file in the \GEMAPPS\FONTS\METRIC folder that has the same filename. You do not *have* to do this. However, the file will not be used and will occupy unnecessary disk space.

For example, if you delete SRF12RC5.ELQ from the \GEMAPPS\FONTS folder, you should also delete SRF12RC5.ELQ from the \GEMAPPS\FONTS\METRIC folder.

You should avoid using DESK*press* with more than one copy of a particular font, even if it has a different name, e.g. Sans with Swiss or Helvetica. Refer to the information on GEM/3 applications in this chapter for a key to typefaces where this situation is particularly likely to arise.

Timeworks Publisher, Publish It! and Lite

This section contains information for users of Timeworks Publisher, Publish It!, Publish It Lite! and Publisher Lite. It tells you about the preparation required before you can use Typografica fonts with your application and how to recognize the font files.

The default location for fonts created for Timeworks Publisher is the folder called \GEMAPPS\FONTS off the root of your hard disk or, if you have a floppy disk system, on your **Fonts** (screen fonts) and **Printer driver** (printer fonts) disks.

The default location for fonts created for Publish It! and non-UK versions of Timeworks Publisher is the folder called \PUBLISH\FONTS off the root of your hard disk or, if you have a floppy disk system, on your **Fonts** (screen fonts) and **Printer driver** (printer fonts) disks.

Fonts created for Lite versions of the product are placed in the folder called \LITE\FONTS off the root of the hard disk or on the **Fonts** (screen fonts) and **Printer driver** (printer fonts) disks if you are using a floppy disk system.

If your setup is different from the defaults, remember to specify it using the **Application** submenu so that your fonts will be placed in the correct folder.

What you should do

In order to use Typografica fonts with your application, you need to run FONTWID, supplied as part of the application package. Whenever you add a new font, the widths of each character in the font need to be determined. FONTWID measures the widths of the characters in the fonts available for your display and printer.

You will need to run FONTWID whenever you add screen or printer fonts, or change the selected printer.

You are advised to ensure that you have the most recent version of your application.

To run FONTWID from the hard disk, either:

1. Log onto the root of the drive where you installed the application, e.g. drive C.

2. Type

   `FONTWID` (RETURN)

3. When the form showing your installed printer(s) is displayed, select the printer for which you created your Typografica printer fonts and press (RETURN).

or:

1. If you have the GEM/3 Desktop, log onto the root of the drive where your GEM/3 Desktop is stored.

2. Load the GEM Desktop by typing

   GEM (RETURN)

3. Find and double-click on the icon called FONTWID.APP in the PUBLISH or LITE folder.

4. When the form showing the installed printer(s) is displayed, click on the printer for which you created your Typografica printer fonts and click on **OK**.

If you are using a floppy disk system:

1. Place the **STARTUP** Disk in drive A.

2. Log on to drive A by typing

   A: (RETURN)

3. Type

   FONTWID (RETURN)

Follow the instructions on your screen for disk changes.

NOTE Floppy disk users are limited by the number of fonts that can fit onto their **Fonts** and **Printer driver** disks. If you have more fonts than will fit onto the relevant disk, you need to decide which fonts you are going to use and ensure that these are the fonts on the **Fonts** and **Printer driver** disks when you run FONTWID.

Remember that screen fonts belong on the **Fonts** disk and printer fonts on the **Printer driver** disk.

How to recognize your fonts

If you wish to copy your font files onto another disk or delete them to make more room on your hard disk (or fonts disks), you need to know how to recognize them.

Each font filename takes the following format:

tttpppss.eee

where

ttt	is a three letter typeface code
ppp	is the point size in the range 001 to 999
ss	is a two letter style code: **RM** is roman **BD** is bold **IT** is italic **BI** is bold italic
eee	is a three letter code that is the same as the extension on the device driver filename.

For example, BKM012RM.EGA is a 12 point Bookman screen font in the roman style for an EGA display.

NOTE Be very careful not to remove the default screen font files from the **Fonts** disk or from your hard disk; namely Swiss/Sans sized 5 point and below. If you are using a version of Publisher *earlier* than 1.20 you should not delete the Swiss screen fonts sized 10 point and below. (If you have the GEM/3 or Bitstream Swiss fonts, these files can be identified by their first two letters, AA.)

You should also avoid using your application with more than one copy of a particular font, even if it has a different name, e.g. Sans with Swiss or Helvetica. Refer to the section on GEM/3 applications in this chapter for a key to typefaces where this situation is particularly likely to arise.

Xerox Ventura Publisher

This section is relevant if you created Typografica fonts for use with Xerox Ventura Publisher. It tells you how to recognize your Typografica font files and where to find them. Any further steps you need to take before you can use your Typografica fonts with Xerox Ventura Publisher are also described.

Typografica creates font files, Ventura Font Metric (**VFM**) files and a file with the extension **LST**. Typografica places these files in your VENTURA subdirectory.

The **VFM** files contain information concerning point size, style, widths, device and kerning.

The **LST** file contains a list of **VFM** files. The name of the **LST** file is whatever you specified using the **Application** submenu, the default being **TYPOGRAF.LST**.

What you should do

Before you can use your new printer fonts with Xerox Ventura Publisher, you will need to create a width table and merge it with the existing width table. This procedure is explained in the following sections.

If you are using a Xerox 4045 printer, you are advised to refer to the Xerox Ventura Publisher *Reference Guide* for specific details on how to prepare your printer fonts.

NOTE You do not need to create a width table if you have only created screen fonts, e.g. if you were only adding screen fonts or if you have a PostScript printer and created fonts for your screen. Refer directly to the section entitled 'How to prepare your display fonts'.

How to create a width table

This section describes how to create a new width table for merging with the existing width table. Follow these steps:

1. Turn on your computer and load DOS.

2. Change to the VENTURA subdirectory by typing

   ```
   CD VENTURA (RETURN)
   ```

3. The next step is to copy the Ventura **VFMTOWID.EXE** utility into the VENTURA subdirectory. Place the Ventura **Utilities disk** into drive A and type

   ```
   COPY A:\VFMTOWID.EXE C:\VENTURA (RETURN)
   ```

The utility is copied to the VENTURA subdirectory.

4. Next, type the utility name followed by the name of the **LST** file (your list of **VFM** files). For example, if **TYPOGRAF.LST** is the name of your **LST** file, type

   ```
   VFMTOWID TYPOGRAF.LST (RETURN)
   ```

A width table called **TYPOGRAF.WID** (in this example) is created and placed in the VENTURA subdirectory.

How to merge width tables

Now that you have created a new width table, you need to merge it with the existing one so that your fonts are recognized by Ventura Publisher. Please note that the existing width table and the new one must be for the same printer. It would also be wise to make a backup copy of the existing width table before merging it with your new one.

To merge width tables:

1. Start Xerox Ventura Publisher.

2. Select the **Add/Remove Fonts** option in the **Options** menu. The **Add/Remove Fonts** dialogue box is displayed, with the name of your existing width table.

3. Next, click on **Merge Width Tables** in the same box to merge this width table with the new width table. An Item Selector dialogue box is displayed.

4. Choose the name of the new width table. The Typografica typefaces, styles and sizes are added to the display in the **Add/Remove Fonts** dialogue box.

5. Last, click on **Save as New Width** to save the merged table with a new name.

After the new width tables have been created, you can transfer the **VFM** and **LST** files onto a floppy disk and delete the files from your hard disk to save disk space.

NOTE If you create more fonts at a later date, and specify a **LST** file that already exists in the relevant disk and directory, you will be asked whether you wish Typografica to overwrite the file or to change it. If you wish Typografica to amend the existing **LST** file, rather than create a new one, all the **VFM** files listed in that **LST** file have to be in the VENTURA subdirectory.

How to prepare your display fonts

Typografica puts your display fonts into the VENTURA subdirectory. All you need to do to use these fonts with Ventura is to check that the Typografica screen font file extension matches the three character extension on the **Set Printer Info** dialogue box (found in the **Options** menu). Ventura looks for screen fonts with extensions that match the one in this dialogue box. If you are not sure how to recognize your screen font files, refer to the section below called 'How to recognize your fonts'.

Follow these steps to check the three letter extension:

1. Start Xerox Ventura Publisher.

2. Select the **Set Printer Info** option in the **Options** menu. The **Set Printer Info** dialogue box is displayed.

3. Make a note of the three letter file extension next to the **Screen Fonts** line in this box, for example, `EGA`.

4. Compare this extension with that used by your Typografica screen font files. They should be the same. If they are not, you have probably selected a different screen within Typografica. If this is so, you are advised to use Typografica to select the screen again and create the screen fonts with the correct screen.

If you created screen fonts for Xerox Ventura Publisher version 1.2, you may find that some characters are not displayed on screen, particularly when using the larger point sizes (about 36 point and upwards). This situation may arise because the size of a screen font is limited to 32Kbytes in Ventura 1.2. The limit varies according to your screen, typeface and point size. Do not worry if this situation does arise as the characters should still print correctly.

Xerox Ventura Publisher allows you to add printer fonts with no matching screen fonts.

How to recognize your fonts

You will find this information relevant if you need to delete your font files or copy them to a different disk or directory.

Each font filename and each **VFM** file takes the following format:

tttpppss.eee

where

ttt	is a three letter typeface code
ppp	is the point size in the range 001 to 999
ss	is a two letter style code: **RM** is roman **BD** is bold **IT** is italic **BI** is bold italic

eee is a three letter code that is the same as the extension on the relevant device (display or printer) driver filename, e.g. **CGA**, **EGA**, **VGA** for your display, or **EPS**, **180**, **HPH**, **B30** etc. for your printer. VFM files have the extension **VFM**, or

eee is the three letter extension where **SFP** is a HP LaserJet Soft Font in the portrait orientation and **SFL** is a HP LaserJet Soft Font in the landscape orientation.

For example, BKM012RM.EGA is a 12 point Bookman screen font in the roman style for an EGA display.

NOTE When adding new fonts, you should avoid adding fonts that you already have, even if they have a different name, as Xerox Ventura Publisher may not know which one to use.

Downloading fonts

You will find details on downloading fonts in your Xerox Ventura Publisher *Reference Guide*.

MS Windows applications and Aldus PageMaker

This chapter is relevant if you are creating fonts for one or more MS Windows applications, including Aldus PageMaker 3.0. It tells you how to recognize your Typografica font files and where to find them.

If you are creating screen fonts for MS Windows or Aldus PageMaker 3.0 in connection with a PostScript printer, you should choose the relevant application option "**with PostScript names**". This is also the option to choose if you are creating fonts for drafting purposes on a non-PostScript printer with the intention of providing a subsequent PostScript file for phototypesetting.

Before using Typografica to create fonts, you are advised to make a backup copy of the **WIN.INI** file as Typografica will amend this file during the font creation process.

If you are using a runtime version of MS Windows to run PageMaker 3.0, before creating fonts you should change all the paths in the **Application** submenu to the **\PM** subdirectory, where your fonts are stored.

Typografica creates screen and printer font files as well as Printer Font Metric (**PFM**) files for Aldus PageMaker 3.0. A **PFM** file is used by PCL printers and contains information about how the text is displayed on your screen. It is required for both displaying and printing your PageMaker 3.0 documents.

Unless you have specified a different directory using the **Application** submenu, the default location on disk for your font (and PFM) files is C:\WINDOWS.

What you should do

Typografica amends your **WIN.INI** file so that your application can find your fonts. This means that your fonts are ready to use.

If you wish to delete any fonts, use the **Delete Font** command in the **Installation** menu of the **Control Panel**. However, as the **Control Panel** can only display up to 40 fonts, you are advised not to use the **Control Panel** for deleting fonts if you have more than 40 fonts installed. Instead, use **Notepad** to edit the **WIN.INI** file. In the **WIN.INI** file, locate the **[fonts]** header and delete the lines listing the fonts you wish to delete.

Application notes

- Typografica supports most applications running under MS Windows 2.x, Windows/286, Windows/386 or higher, including Aldus PageMaker 3.0.

- Fonts in fractional point sizes can *only* be created for MS Windows HP Soft Fonts applications (including Aldus PageMaker 3.0). Fractional point sizes are rounded to the nearest quarter point.

- Aldus PageMaker 3.0 rounds point sizes to display them as whole point sizes in the font selection browser. Hence an 11.5 point font will display in the browser as a 12 point font. In this situation, if you do not also have a 12 point font, then selecting 12 point will give you the 11.5 point font. However, if you do have a 12 point font as well as the 11.5 point font, you need to type 11.5 in the size text box in order to select it.

Quarter point sizes (for example 11.75) are also rounded up for display in the font selection browser. PageMaker requires point sizes to be specified in units of half a point in the size text box. For this reason, you could not select the above example by typing it in the size text box. You can only select a quarter point size by using the font selection browser, and only if the nearest integer point size does not also exist. For example, you can select an 11.75 point font by choosing 12 point in the font selection browser, but only if there is no 12 point font.

- Excel™ only lists point sizes to four significant places, including the decimal point. If you have a 12.75 point font, this font is displayed in the font selection browser as 12.7. However, when you select this font, the correct figure is displayed in the point size box.

- MS Write™ and Amí™ round fractional point sizes to the nearest whole point. If you wish to choose a 12.5 point font, you need to select 13 point in the font selection browser. Fractional point sizes can only be selected if there is no font for the nearest integer point size.

- When a HP LaserJet Soft Font is being chosen within the MS Windows application, the name displayed in the font selection browser will reflect its width ratio. For example, SERIF represents Serif with its normal width ratio (100%), SRF@50% represents Serif compressed to 50% of its normal width, while SRF@150% represents Serif expanded to 150% of its normal width.

This feature enables you to distinguish between fonts of different width ratios. The width ratio information is also provided in the comment relating to that font in the WIN.INI file.

- When creating fonts for an MS Windows application, individual files for each point size are created and merged to form a single font file for each typeface. MS Windows cannot handle any individual file which is more than 64Kbytes (this limitation does not apply to the size of the final font file). If this situation arises, the characters at the end of the character set may be lost.

- If your MS Windows configuration is running short of disk space or memory, you could omit creating italic or bold screen fonts. MS Windows can display these styles using the roman font.

NOTE If you are creating PCL printer fonts for MS Windows or Aldus PageMaker, and have more than one PCL printer installed, Typografica creates fonts for the first such printer listed in the **WIN.INI** file.

How to recognize your fonts

This information will be relevant if you have to delete font files or copy them to another disk or directory.

Filenames for fonts other than HP LaserJet Soft Fonts take the following format:

tttnnnos.fon

where

ttt	is a three letter typeface code, for example, **BKM** for Bookman
nnn	is a three digit number between **000** and **999**. The first version of a particular font file is numbered **000**. If a particular font file already exists, Typografica increments the number by one.
o	is a one letter orientation code where **p** is portrait and **l** is landscape
s	is a one letter style code: **M** is roman **D** is bold **T** is italic **I** is bold italic
fon	is the three letter extension

For example, BKM000PM.FON is a Bookman font file for roman fonts in the portrait orientation.

HP Soft Fonts

The HP LaserJet Soft Font and **PFM** files take the following format:

tttnnnuu.eee

where

ttt	is a three letter typeface code, e.g. **BKM** for Bookman
nnn	is a three digit number representing the point size, e.g. 012 for a 12 point font.
uu	is a unique two digit number between 0 and 99
eee	is a three letter extension; **HPF** for font files and **PFM** for PFM files

For example, BKM01200.HPF is a 12 point Bookman font.

The font filename includes a unique number between 0 and 99. This numbering system allows up to 100 fonts with the same typeface and integer point size, but different style, orientation (landscape or portrait) and width compression ratio.

As the font filename does not contain information concerning its style and orientation, Typografica inserts a comment with this information in the **WIN.INI** file just above each font entry. The comment is preceded by a semi-colon.

If you later delete fonts, you are advised to use **Notepad** to remove any comments relating to the deleted files in the **WIN.INI** file, to avoid any confusion. In the **WIN.INI** file, locate the **[fonts]** header and delete the comments relating to the deleted fonts.

Downloading fonts

You can opt to have your Typografica Soft Fonts downloaded as permanent fonts. More information on downloading fonts can be found in your Aldus PageMaker 3.0 *Reference Manual* or MS Windows documentation.

Typeface key

It is important that you do not have more than one copy of a particular font, even if it has a different name. This restriction is due to the fact that your application may not know which font to use.

This typeface key is provided for typefaces where this situation is particularly likely to occur. Refer to the documentation that came with your fonts if you need more details or if your fonts came from a different source. The typeface code appears as the first two or three letters in the font filename.

Typeface	Fontware	Windows	Typografica
Swiss Roman	aa	HELVE.FON	SAN****M
Swiss Italic	ab		SAN****T
Swss Bold	ac		SAN****D
Swiss Bold Italic	ad		SAN****I
Swiss Compressed Roman	dg		SNN****M
Dutch Roman	ai	TMSRE.FON	SRF****M
Dutch Italic	aj		SRF****T
Dutch Bold	ak		SRF****D
Dutch Bold Italic	al		SRF****I
Courier Roman	bk	COURE.FON	COU****M
Courier Italic	bl		COU****T
Courier Bold	bm		COU****D
Courier Bold Italic	bn		COU****I

**** represents the other variable characters

HP LaserJet Soft Fonts

This section contains information specific to applications using HP LaserJet Soft Fonts, including PFS:First Publisher 2.0, Fleet Street Editor 3.0 and WordStar Release 5. It tells you how to recognize your Typografica font files and where to find them.

Unless you have specified a different directory setup using the **Application** submenu, HP Soft Fonts created for PFS:First Publisher 2.0 are placed in C:\PUB\HPF while those created for Fleet Street Editor 3.0 are placed in C:\FSE\HPF.

HP Soft Fonts created for WordStar Release 5 or later are placed in C:\WS5 by default.

The default location for HP LaserJet Soft Fonts created for other applications is C:\FONTS. You should use the **Application** submenu to change this path to the directory in which you wish these fonts placed if it should be different.

NOTE WordPerfect™ is not supported by Typografica.

What you should do

Any additional steps you may have to follow before you can use Typografica fonts with your HP LaserJet Soft Fonts application will vary from application to application.

NOTE Please refer to the manual that came with your application or font loader for these details.

How to recognize your fonts

You will need the information in this section if you wish to delete your font files or copy them to a different disk or directory.

The font filename takes the following format:

tttpppss.eee

where

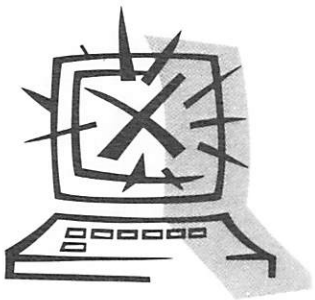
ttt	is a three letter typeface code
ppp	is the point size
ss	is the two letter style code: **RM** is roman **BD** is bold **IT** is italic **BI** is bold italic
eee	is a three letter extension; **SFP** for portrait fonts and **SFL** for landscape fonts.

Downloading fonts

Refer to the manual that came with your HP Soft Font application for details on downloading fonts.

Summary

This chapter describes the steps required before you can use your Typografica fonts with your application.



TROUBLESHOOTING AND MESSAGES

6: Troubleshooting and messages

Problems 93

Batch mode messages 97

This chapter lists some common problems and error messages that you may come across when using Typografica.

Problems

The program will not load

The program directory is not your current directory

or

you may have accidentally deleted an important file used by the program. Make another backup of the original disks and use them to start the program. If you still have problems, go back to your dealer.

My display/printer is not on the list of displays/printers

Have you selected the correct application? The displays and printers listed are those supported by the selected application. Choose the display and printer that you selected when you installed the application or refer to the person who installed your application.

The characters at the end of the character set do not appear

This situation may arise if you are creating fonts for an MS Windows application. During the font creation process, individual files for each point size are created and merged to form a single font file for each typeface. MS Windows cannot handle any individual file which is more than 64Kbytes (this limitation does not apply to the size of the final font file).

Could not display the following chapter: xxx

The chapter file could not be found. Please check your installation of Typografica.

Could not find any manual files in the following directory: xxx	The manual files are not in the named directory. Check your installation of Typografica.
Couldn't find filename	The named file(s) are not in the correct directory, have been deleted or have something wrong with them. Check your installation of Typografica. If the contents of the directory have been accidentally deleted, make another backup copy of the original disk and use that disk instead or reinstall the files from floppy disk.
Couldn't read filename	As above.
Error during copying of file	This message displays if there is insufficient disk space for your fonts or if something goes wrong with your disk.
Error: font output file could not be opened	The directories or paths specified in the **Application** submenu are invalid or the file is write-protected.
There is an invalid directory in the (files) path	You have specified an invalid path for these files in the **Application** submenu. Please correct it.
Error when writing font file probably because the disk is full	This message is displayed if there is insufficient disk space for your fonts.
Fonts generated successfully	This message is displayed after your fonts are successfully created.
Internal error 1: zero or negative scanline count ...	Note what you did before this message was displayed and refer to your dealer.
Internal error 2: nsclines > segsize ...	Note what you did before this message was displayed and refer to your dealer.

The combination of point size (x) and width ratio is too large to be handled by your application.	The chosen combination of point size and width ratio is too large to be handled by your application. Please alter one or both of these choices on the **Fonts** submenu.
No outlines could be found in the following fonts directory: xxx	Typografica cannot find any font outlines in the fonts directory. Check your installation of Typografica.
No width percentage entered	You have pressed (F10) without specifying a width compression or expansion ratio. If you are not sure what value to specify, use 100%, which is the normal width of the font.
Outline number (x) needed to generate character number (x) does not exist ...	If you are creating Symbol fonts, use the Symbol character set and if you are creating Zapf Dingbats fonts, use the Zapf Dingbats character set.
Run out of memory: font generation abandoned	Note what you did before this message was displayed and refer to your dealer.
The following manual file could not be opened: xxx	Something has gone wrong with the named file. Check your installation or use another backup copy of the original disk.
The following point size is not a number: xxx	The characters listed are not numerical. Move to the point size field to delete or change them.
The following point size is outside the valid range: x	The range of point sizes valid for your device is displayed above the point size field on the **Fonts** submenu. Delete any point sizes that do not fall within this range.

The outlines in the following fonts directory are not in the proper format: xxx

There is something wrong with the outlines in the named directory. It is possible that the outline files have become corrupted. If you are using a hard disk or network, reinstall the font outlines from floppy disk. If you are using floppy disks, make another backup of the original **Outlines Disk** and try again.

There is insufficient memory to proceed. Please unload unnecessary memory resident programs and try again

This message is displayed whenever the memory in your computer is getting low. This may happen if you have loaded memory resident programs (before running the program or automatically when you started the computer). Try again after you have unloaded any memory resident programs. If in doubt, consult your dealer.

The width entered is not a number

The width you have specified is not numerical. Move to the width field to edit it.

The width entered is outside the valid range of 25%-200%

You have to enter a width between 25% and 200%. Use 100% if you are not sure what width to specify.

You must select an application and a screen or printer before generating fonts

Use the **Application** submenu to select an application and screen or printer before using the **Fonts** submenu to create fonts.

Batch mode messages

If you experience any problems using batch mode, you are advised to ensure that you have met the necessary conditions for using batch mode. Further information can be found in the chapter entitled *How to create your fonts*. A list of common error messages which you may encounter using batch mode is found below.

Invalid parameter

An invalid parameter (code) exists in the command line.

Landscape format not available for screen fonts

Screen fonts can only be created in portrait orientation but you have specified landscape.

No application definition files could be found in the following directory: xxx

The application configuration files are missing. Check your installation. If you are using a floppy disk system, and the application files have been deleted from that directory, make another backup copy of the original disk and use that disk.

Typeface not found

Typografica could not find the font outline file relating to the typeface you have chosen. Check that you have specified the correct typeface code and that the outline file has not been removed from its directory.

APPENDIX
CHARACTER SETS

Appendix: Character sets

The Symbols and Zapf Dingbats character sets for GEM/3, DESK*press*, Timeworks Publisher, Publish It!, Lite, MS Windows, WordStar 5.0 and HP LaserJet Soft Fonts are listed below, followed by a list of these character sets for PFS:First Publisher 2.0 and Fleet Street Editor 3.0. Xerox Ventura Publisher character sets are listed in the manuals accompanying that product.

Symbols and Dingbats are accessed within most of the supported applications by selecting the required font and holding down (ALT) while typing the appropriate decimal number on the numeric key pad. If you are using an MS Windows application, you need to type a leading zero (Ø) before the decimal number listed. For example, where you would hold down (ALT) and type `123` within a GEM/3 application, you would hold down (ALT) and type `Ø123` within an MS Windows application.

Please refer to the user manual that came with your application for details of the international character set used by your application. If your application is Timeworks Publisher or Lite and this character set is not in your manual, please refer to TESTCARD.DTP.

If you are using HP LaserJet Soft Fonts with a GEM/3 application, only the characters represented by numbers up to decimal 217 inclusive are available.

NOTE The international character sets for most Soft Fonts, including Typografica Soft Fonts, differs from that published in the PFS:First Publisher 2.0 and Fleet Street Editor 3.0 manuals as follows: (ALT) 155 (ø), (ALT) 157 (Ø), (ALT) 169 (ã), and (ALT) 170 (Ã). In addition, Typografica provides the following characters: (ALT) 166 (¢) and (ALT) 167 (¥).

Decimal	Symbol	Dingbat
33	!	✁
34	∀	✂
35	#	✃
36	∃	✄
37	%	☎
38	&	✆
39	϶	✇
40	(	✈
41	)	✉
42	*	☛
43	+	☞
44	,	✌
45	−	✍
46	.	✎
47	/	✏
48	0	✐
49	1	✑
50	2	✒
51	3	✓
52	4	✔
53	5	✕
54	6	✖
55	7	✗
56	8	✘
57	9	✙

Decimal	Symbol	Dingbat
58	:	✚
59	;	✛
60	<	✜
61	=	✝
62	>	✞
63	?	✟
64	≅	✠
65	Α	✡
66	Β	✢
67	Χ	✣
68	Δ	✤
69	Ε	✥
70	Φ	✦
71	Γ	✧
72	Η	★
73	Ι	✩
74	ϑ	✪
75	Κ	✫
76	Λ	✬
77	Μ	✭
78	Ν	✮
79	Ο	✯
80	Π	✰
81	Θ	✱
82	Ρ	✲

Decimal	Symbol	Dingbat
83	Σ	✳
84	T	✳
85	Y	✳
86	ς	✶
87	Ω	✷
88	Ξ	✸
89	Ψ	✹
90	Z	✺
91	[	✻
92	∴	✼
93	]	✽
94	⊥	✾
95	_	✿
96	‾	❀
97	α	❁
98	β	❂
99	χ	❃
100	δ	❄
101	ε	❅
102	ϕ	❆
103	γ	❇
104	η	❈
105	ι	❉
106	φ	❊
107	κ	❋

Decimal	Symbol	Dingbat
108	λ	●
109	μ	○
110	ν	■
111	ο	❑
112	π	❒
113	θ	❑
114	ρ	❒
115	σ	▲
116	τ	▼
117	υ	◆
118	ϖ	❖
119	ω	◗
120	ξ	❘
121	ψ	❙
122	ζ	❚
123	{	❛
124	|	❜
125	}	❝
126	~	❞
127		
128		
129		
130		
131		
132		

Decimal	Symbol	Dingbat
133		
134		
135		
136		
137		
138		
139		
140		
141		
142		
143		
144		
145		
146		
147		
148		
149		
150		
151		
152		
153		
154		
155		
156		
157		

Decimal	Symbol	Dingbat
158		
159		
160		
161	ϒ	❡
162	′	❢
163	≤	❣
164	⁄	❤
165	∞	❥
166	*f*	❦
167	♣	❧
168	♦	♣
169	♥	♦
170	♠	♥
171	↔	♠
172	←	①
173	↑	②
174	→	③
175	↓	④
176	°	⑤
177	±	⑥
178	″	⑦
179	≥	⑧
180	×	⑨
181	∝	⑩
182	∂	❶

Decimal	Symbol	Dingbat
183	•	❷
184	÷	❸
185	≠	❹
186	≡	❺
187	≈	❻
188	...	❼
189	|	❽
190	—	❾
191	↵	❿
192	ℵ	①
193	ℑ	②
194	ℜ	③
195	℘	④
196	⊗	⑤
197	⊕	⑥
198	∅	⑦
199	∩	⑧
200	∪	⑨
201	⊃	⑩
202	⊇	❶
203	⊄	❷
204	⊂	❸
205	⊆	❹
206	∈	❺
207	∉	❻

Decimal	Symbol	Dingbat
208	∠	❼
209	∇	❽
210	®	❾
211	©	❿
212	™	→
213	∏	→
214	√	↔
215	·	↕
216	¬	↘
217	∧	→
218	∨	↗
219	⇔	→
220	⇐	➔
221	⇑	→
222	⇒	→
223	⇓	→
224	◊	→
225	〈	➡
226	®	➢
227	©	➢
228	™	➤
229	∑	➡
230	⌠	➡
231	|	➧
232	⌡	➡

Decimal	Symbol	Dingbat
233	⎡	⇨
234	⎢	⇨
235	⎣	⇨
236	⎡	⇨
237	⎨	⇨
238	⎣	⇨
239	⎢	⇨
240		
241	⟩	⇨
242	⌠	⇨
243	⎡	⇨

Decimal	Symbol	Dingbat
244	⎢	➘
245	⌡	➙
246	⎫	➚
247	⎢	➘
248	⌡	➙
249	⎤	➚
250	⎢	➙
251	⌡	➙
252	⎤	➙
253	⎬	➙
254	⌡	⇛

The Symbols and Dingbats character sets for PFS:First Publisher and Fleet Street Editor are listed below.

Decimal	Symbol	Dingbat
33	!	✁
34	∀	✂
35	#	✃
36	∃	✄
37	%	☎
38	&	✆
39	϶	✇
40	(	✈
41	)	✉
42	*	☛
43	+	☞
44	,	✌
45	−	✍
46	.	✎
47	/	✏
48	0	✐
49	1	✑
50	2	✒
51	3	✓
52	4	✔
53	5	✕
54	6	✖
55	7	✗

Decimal	Symbol	Dingbat
56	8	✘
57	9	✙
58	:	✚
59	;	✛
60	<	✜
61	=	✝
62	>	✞
63	?	✟
64	≅	✠
65	A	✡
66	B	✢
67	X	✣
68	Δ	✤
69	E	✥
70	Φ	✦
71	Γ	✧
72	H	★
73	I	✩
74	ϑ	✪
75	K	✫
76	Λ	✬
77	M	✭
78	N	✮

Decimal	Symbol	Dingbat
79	O	✯
80	Π	✰
81	Θ	✱
82	P	✲
83	Σ	✳
84	T	✴
85	Y	✵
86	ς	✶
87	Ω	✷
88	Ξ	✸
89	Ψ	✹
90	Z	✺
91	[	✻
92	∴	✼
93	]	✽
94	⊥	✾
95	_	✿
96	‾	❀
97	α	❁
98	β	❂
99	χ	❃
100	δ	❄
101	ε	❅
102	ϕ	❆
103	γ	❇

Decimal	Symbol	Dingbat
104	η	❈
105	ι	❉
106	φ	❊
107	κ	❋
108	λ	●
109	μ	❍
110	ν	■
111	ο	❑
112	π	❒
113	θ	❑
114	ρ	❒
115	σ	▲
116	τ	▼
117	υ	◆
118	ϖ	❖
119	ω	◗
120	ξ	❘
121	ψ	❙
122	ζ	❚
123	{	❛
124	|	❜
125	}	❝
126	~	❞
127		
128		

Decimal	Symbol	Dingbat
129	ϒ	❡
130	′	❢
131	≤	❣
132	/	❤
133	∞	❥
134	ƒ	❦
135	♣	❧
136	♦	♣
137	♥	♦
138	♠	♥
139	↔	♠
140	←	①
141	↑	②
142	→	③
143	↓	④
144	°	⑤
145	±	⑥
146	″	⑦
147	≥	⑧
148	×	⑨
149	∝	⑩
150	∂	❶
151	•	❷
152	÷	❸
153	≠	❹

Decimal	Symbol	Dingbat
154	≡	❺
155	≈	❻
156	...	❼
157	|	❽
158		
159		
160	ℵ	①
161	ℑ	②
162	ℜ	③
163	℘	④
164	⊗	⑤
165	⊕	⑥
166	∅	⑦
167	∩	⑧
168	∪	⑨
169	⊃	⑩
170	⊇	❶
171		
172		
173	⊆	❹
174	∈	❺
175	∉	❻

CHAPTER 3

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